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## Table of contents

- 1- Identification
  - 2- Definition
  - 3- Eligibility
  - 4- Application
    - 4.1 Steps
    - 4.2 Committee
    - 4.3 Selection criteria
    - 4.4 Content of the application
    - 4.5 Deadlines
    - 4.6 Study and decision-making levels
    - 4.7 Proclamation
    - 4.8 Certificate
- 

### 1. Identification

**Title:** Procedure for the annual awarding of Polytechnique Montréal's Award for Excellence in Research and Innovation.

**Person in charge:** Chief Innovation and International Officer.

**This document is intended for:** All regular and full-time professors.

**Approvals:**

- Recommended to the Academic Council by the Assemblée de direction on January 14, 2014 (ADD-566-523).
- Adopted by the Academic Council on January 20, 2014 (CAC-424-2554)

### 2. Definition

Polytechnique Montréal's Award for Excellence in Research and Innovation is awarded to a professor in recognition of his/her exceptional contribution to research and innovation at Polytechnique, as well as to the visibility and reputation of graduate-level teaching activities. The prize, with a value of \$10,000, is awarded annually at the convocation ceremony.

### 3. Eligibility

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

A professor who has received the Award for Excellence in Research and Innovation is not eligible for it again until 10 years have passed since he or she obtained the award.

If a given candidate is not chosen for the annual award, his/her application may be kept for three years, with the opportunity to update the CV and presentation letter.

### 4. Application

Here is the information relevant to the candidate application: steps, committee, selection criteria, content, deadline, study, decision-making levels, proclamation and certificate.

#### 4.1 Steps

- A professor's application may only be submitted by his/her department director or a professor colleague.
- The professor is responsible for putting together his/her own application.
- Applications are sent by the department director to the Chief Innovation and International Officer or his/her representative.
- Applications are studied by the Award for Excellence in Research and Innovation Committee for recommendation.
- The Committee's recommendation is sent to the Academic Council for ratification.
- The winner of the Award for Excellence in Research and Innovation is proclaimed at the current year's convocation ceremony.

#### 4.2 Committee

The Award for Excellence in Research and Innovation Committee is made up of five members:

- The Chief Innovation and International Officer or his/her representative;
- Two Polytechnique professors appointed by the Academic Council;
- A graduate student appointed by the AÉCSP;
- A high-level external researcher appointed by the Academic Council upon the Research Commission's recommendation.

#### 4.3 Selection criteria

Polytechnique recognizes the diversity of its professors' research models (team-based, individual, in partnership, pure and/or applied, etc.), and as such, the diversity of forms that such research's impacts on society may take. The winners of the Award for Excellence in Research and Innovation chosen by the Committee over the years should reflect this diversity. The Award for Excellence in Research and Innovation is awarded to a Polytechnique professor who has made his/her mark with the superior quality of his/her research's societal and scientific impact, by means, among other things, of training highly qualified personnel, advancing knowledge in fields that hold promise for the future, perfecting promising new technologies, or transferring developed technologies to industry. The Excellence Award Committee evaluates applications based on the following selection criteria:

1. Contribution to the training of highly qualified personnel: number of students supervised and co-supervised, graduation, duration of study and position currently held, diversification in research projects, multidisciplinary, attendance at science lectures, colloquiums and conferences, organization of major science activities, etc.;
2. Quality and scope of scientific accomplishments in the candidate's field of activity: innovative aspect of research work, industry partnership, funding and major projects, strategic groupings with research projects of significant scope, etc.;
3. Technologies developed or promising applications: submission of patent applications, significant new research collaborations and promising applications, etc.;
4. Impact, benefits and structuring effect of research work on society: key funding for the candidate and for Polytechnique, key visibility targeted for the advancement of scientific knowledge, new research partnerships, creation of spin-off companies, etc.

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

- The establishment (e.g.: expansion of Polytechnique's research capacities, national and international renown, etc.);
- The research milieu (e.g.: strategic networks, large research groups, etc.);
- The industry (e.g.: creation of new or improved processes, techniques or products, obtaining of patents, growth of export opportunities, launch of related companies, etc.);
- Society (e.g.: other socio-economic benefits, benefits for other sectors of the economy, etc.);
- Other accomplishments may include para-university activities, 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 their awareness, etc.

#### **4.4 Content of the application**

- A candidate presentation letter from the person submitting the application. The presentation letter must be no more than five pages long and must clearly address the four selection criteria set out above.
- A letter of support from the department director, if he/she is not the person proposing the application.
- A letter confirming the support of the department's ad hoc committee.
- A one-page summary of the candidate's contributions for publication purposes.
- The candidate's NSERC CV or common Canadian CV.
- Three to five recommendation letters (written in French or English).

#### **4.5 Deadlines**

- The professor's application must be submitted to the department director by January 13 at the latest.
- Applications must be sent to the Chief Innovation and International Officer by January 23 at the latest.
- Applications must then be submitted to the Award for Excellence in Research and Innovation Committee by March 1 at the latest.

#### **4.6 Study and decision-making levels**

- After studying the applications, by April 1 at the latest, the Award for Excellence in Research and Innovation Committee recommends the name of the chosen candidate to the CEO for approval. The recommendation is also sent to the Office of Professorial Affairs and to the General Secretary.
- The General Secretary sends the decision regarding the award of the Award for Excellence in Research and Innovation and the reasoning behind this decision to the Academic Council.
- The CEO submits the chosen application for the Award for Excellence in Research and Innovation to the Academic Council for ratification.

#### **4.7 Proclamation**

- The Award for Excellence in Research and Innovation is awarded at the current year's convocation ceremony by the CEO or his/her representative.
- The recipient of the Award for Excellence in Research and Innovation should be present at the convocation ceremony to accept the award.

#### **4.8 Certificate**

The General Secretary assumes the responsibility for preparing the Certificate of Merit in Research and Innovation and for disseminating the recipient's name internally and externally.