

## CAURA AWARD GUIDELINES

CAURA has three award categories: the Walter Hitschfeld Award, the Dan Chase Award and, the Unsung Hero Awards.

### **Walter Hitschfeld Award**

This award is named for Walter Hitschfeld, a founding member of CAURA, in recognition of his dedicated and outstanding contribution to the organization. This award is presented to an individual who has demonstrated an exceptional impact on the enhancement of the research environment in Canada. Award holders are granted Honorary Membership in CAURA.

#### Eligibility

- Present membership in CAURA is not a requirement.

#### Selection Criteria

The following criteria shall be applied when nominees are considered for the Walter Hitschfeld Award.

- The nominee should have at least seven years of professional research administration experience; and
- The nominee's activities have made a significant contribution to the development of research in Canada; and
- The nominee has consistently contributed to the profession through active participation in CAURA or on behalf of CAURA, or to the corpus of research administration.

#### Nomination and Selection Procedures

Nominations are made by the membership at large and submitted to the Awards Committee. Bestowing the awards shall be based on evidence submitted by the nominator(s) and the criteria outlined for each award. The Committee decides the final recipients by majority vote and submits them to the Board of Directors. Nominations are eligible for two years after which the nomination becomes null and void. Additional supporting documentation may be submitted the second year. Nominees can be re-nominated once.

The awards need not be made every year.

### **Dan Chase Distinguished Service Award**

Named in memory of Dan Chase, who played an active role in the Association over a number of years, the Dan Chase Distinguished Service Award has been established to recognize CAURA members whose services have been of significant benefit to the entire organization.

#### Eligibility

- The nominee must be a current or past member of CAURA.
- The nominee may not be a current member of the Executive Committee.

#### Selection Criteria

The following criteria shall be applied when nominees are considered for the Dan Chase Award.

- The nominee shall have performed outstanding service to CAURA which has significantly furthered its goals and mandate and/or has been of significant benefit to the Association.
- The nominee has contributed significantly to the development of research administration through active participation in CAURA or on behalf of CAURA.

**The Unsung Hero Awards** were developed in order to recognize the hard work and dedicated efforts of CAURA non-Executive members who are as yet unrecognized by the membership. These individuals have 'stepped up to the plate' and chosen to become involved with the organization by volunteering at CAURA regional or national conferences, or undertaken tasks at the request of the CAURA Executive.

Eligibility

- The nominee shall be a current or past member of CAURA;
- The nominee may not be a current member of the CAURA Executive Committee.

Selection Criteria

There are two categories for the Unsung Hero Award. They are, as follows:

- i) New member – the nominee will have been a CAURA member in good standing for less than 5 years;
  - ii) Established member – the nominee will have been a CAURA member in good standing for more than 5 years.
- The nominee shall have performed a significant service to CAURA at a CAURA Regional or National conference.
  - The nominee shall have demonstrated leadership, dedication and commitment to CAURA without having previously been a CAURA award recipient;

Please complete the attached nomination form along with a one page (maximum) nomination letter that provides sufficient information about the nominee's CAURA national or CAURA regional involvement and the reason(s) for the nomination.

NOTE: A CAURA member in good standing may submit only one Unsung Hero Award nomination per year.

**Instructions for all nominations (nomination deadline for all awards: 31 JANUARY 2010)**

For the Walter Hitschfeld and Dan Chase Awards, the nomination form and two letters of support must be submitted by email to the chair of the Awards Committee. Nominations for the Walter Hitschfeld Award should also include a brief curriculum vitae (CV) of the nominee.

For the Unsung Hero Awards, the nomination form and one page (maximum) nomination letter must be submitted by email to the chair of the Awards Committee.

Please email a complete nomination package by the annual deadline, to:  
Deborah Zornes, Chair, CAURA Awards Committee  
[deborah.zornes@royalroads.ca](mailto:deborah.zornes@royalroads.ca) Telephone: (250) 391-2600 ext 4486

**Date and Place of Presentation**

The Walter Hitschfeld Award (plaque), the Dan Chase Award (certificate) and the Unsung Hero Awards (certificates) shall be bestowed and presented at the Association's Annual Conference.

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