



Office of Sponsored Research & Scholarly Activity



RESEARCH & SCHOLARLY ACTIVITY AWARDS

Guidelines and Instructions

Purpose: The Research & Scholarly Activity Awards program is a bi-annual effort to recognize, acknowledge and reward achievements in research and scholarly activities by LIFE U faculty and staff.

What's Eligible? All research and scholarly activities. It might be an article that was accepted for publication in a peer-reviewed journal or a chapter in a textbook; a paper, poster, or documentary that you developed and presented at a conference; a skills-building workshop that you were invited to design and facilitate; a new course that you developed that was accepted for implementation; post-graduate professional training/certification; or an award that you received for innovation or outstanding achievement in your field. The research or scholarly activity must have been completed within the prior six months of submitting the application.

Who's Eligible? LIFE U faculty and staff – all departments, all programs, all classifications and ranks.

What's the Process? Awards are made on an individual basis. As such, each individual must submit the required set of forms, along with attachments, by the posted deadline. If you are a member of a team that completed a project, each member of the team who wants to be considered for an award must submit their own individual application. The required forms and documentation include:

- *Scholarly Update Form* (which provides details about your project)
- *Authorship Signature Form* (which lists and affirms the scope and level of effort of each collaborator, as applicable)
- *Researcher Profile Form* (which provides summary information on the applicant)
- A copy of your article and/or presentation and a copy of the acceptance letter from the organization where your work was published or presented (if you are submitting a video or similar moving imagery, a copy of the story board or similar descriptive narrative will suffice)
- A copy of your "Protecting Human Research Participants" certificate of completion (if your project involved Institutional Review Board (IRB) review and approval).

Applications must be submitted using DocuSign. Just select the template, "OSRSA Research & Scholarly Activity Awards Application."

How are amounts determined? All applications are reviewed by the Faculty Development Committee (FDC) which then makes recommendations for awards as outlined below:

A-Level: \$1,000 to \$1,500 |

B-Level \$500 to \$750

C-Level: \$250

Amounts may be adjusted up or down, depending on individual circumstance. Final approval of FDC recommendations rests with the Chief Academic Officer. Awards are then credited to your pay. Please reference Appendix 17 of the [Life Univ. Faculty Handbook](#) for more details on each level listed above. Please email osrsa@life.edu or cetl@life.edu with any questions.

Good luck with your application!