

# Distinguished Research Technical Staff Award

The College of Food, Agricultural, and Environmental Sciences (CFAES) translates cutting-edge research to stakeholders across the state. By engaging with our stakeholders, we provide research, technology, and knowledge to support safe, sustainable, and viable agricultural practices across Ohio and the world. This important work could not be accomplished without outstanding researchers working on projects across the college.

Our research staff are integral to this mission, performing cutting-edge research and managing programs, while providing support and training to the next generation of scientists and leaders. This award does not focus on the quality of research itself but instead the quality of practice and/or support the staff member provides. For this reason, the college has created a new Research Technical Staff Award that recognizes staff for their distinguished service to the CFAES research community and celebrates exemplary leadership that has positively impacted their colleagues and advanced the research mission.

## I. Eligibility

The Research Technical Staff Award is open to CFAES staff who are involved in the practice of research or in support of faculty who are performing research. Only one nomination per department/service unit. One awardee per competition year. Awardee will receive a plaque, a \$1,000 cash prize, and recognition at the annual State of the College address.

Eligible Positions:

- Laboratory Technician
- Laboratory Services Coordinator
- Research Aide
- Research Assistant/Associate
- Research Coordinator
- Research Manager
- Research Specialist
- Research Technician
- Researcher 1, 2, 3

The following positions are not eligible for these awards: tenured, tenure track, clinical track, and research track faculty; research scientists; visiting scholars, visiting fellows, visiting professors, administrators; post-doctoral scholars; and students.

## II. Nomination Guidelines

- A one-page letter of nomination from the staff member's principal investigator (PI) or supervisor that includes a description of the nominee's contributions to their research program, their unit, and to the CFAES in support of the nomination.
- A one-page letter of support from a CFAES employee familiar with the nominee and their contributions
- Nominee's CV or resume, no longer than two pages
- Address the following evaluation criteria in the nomination letter:
  - Quality of contribution to the CFAES research enterprise



- Consistency of contribution to the CFAES research enterprise
- Successful partnership efforts with PIs
- Role as a team player
- Exceptional work ethic
- Service above and beyond those of the position description

### **III. Nomination Procedure**

Each nomination should be submitted electronically as one PDF document **on or before 5:00 pm November 30, 2023**, and contain the following materials to be considered complete.

Nominations with missing materials will not be considered for awards. Nominations on behalf of a department should be administered by the department awards committee or other appropriate committee as designated by the Department Chair.

The nomination packet must include:

- a. Nomination cover page
- b. A one-page letter of nomination from the staff member's principal investigator (PI) or supervisor that includes a description of the nominee's contributions to their research program, their unit, and to the CFAES in support of the nomination
- c. A one-page letter of support from a CFAES employee familiar with the nominee and their contributions
- d. Nominee's CV or resume, no longer than two pages

### **IV. CFAES Awards Committee**

A standing committee of faculty with broad disciplinary representation will be appointed by the Associate Dean for Research and Graduate Education. The Associate Dean will select the chair of the committee. The Awards Committee is responsible for reviewing nominees and selecting the winners. The target date for a final announcement of the awards is February 2024.

### **V. Award Presentation**

Awards announcements will be made at the college's award ceremony that has followed the Dean's State of the College address taking place on April 5, 2024.

The award will consist of a plaque and \$1,000 cash prize to the awardee.

### **VI. Submit Nominations**

Submit nomination via Qualtrics. The Qualtrics nomination portal will remain mostly unchanged from last year and is available on the CFAES Faculty and Staff Affairs website. View more information about awards, including previous winners, and submit nominations here:

<https://cfaesfacultyandstaff.osu.edu/awards-recognition/>.

You can preview the Qualtrics form here: <https://cfaesfacultyandstaff.osu.edu/>



**Nomination Cover Page****2024****Distinguished Research Technical Staff Award**

<b>Name, Title, Department of Nominee</b>

<b>Nominator/Title of Nominator</b>

<b>Executive Summary</b> Provide a brief summary of the achievement that can be used at the awards citation if the nomination is successful.

**THE OHIO STATE UNIVERSITY**COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES**[cfaes.osu.edu](http://cfaes.osu.edu)**

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**Checklist:**

By the published deadline, this nomination must be electronically uploaded as one pdf document and contain the following materials to be considered complete. Nominations with missing documents will not be considered for awards.

- \_\_\_\_\_ Nomination Cover Page
- \_\_\_\_\_ A one-page letter of nomination from the staff member's principal investigator (PI) or supervisor that includes a description of the nominee's contributions to their unit and to the CFAES in support of the nomination
- \_\_\_\_\_ A one-page letter of support from a CFAES employee
- \_\_\_\_\_ Nominee's CV or resume, no longer than two pages
- \_\_\_\_\_ Combine all documents into **one PDF and submit**

