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## President's Award for Research and Scholarly Excellence (PARSE) Procedure

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<b>Policy Sponsor:</b>	Provost and Vice-President, Academic
<b>Name of Parent Policy:</b>	<a href="#">Academic Excellence Awards Policy</a>
<b>Policy Contact:</b>	Provost and Vice-President, Academic
<b>Procedure Contact:</b>	Provost and Vice-President, Academic
<b>Effective Date of Procedures:</b>	September 26, 2016
<b>Review Date:</b>	Biennially

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### Purpose

The President's Award for Research and Scholarly Excellence (PARSE) recognizes excellence in research scholarship by Athabasca University Academic and Non-academic Staff.

### Background

In 1990, the University President created the PARSE for full-time Academic and Non-academic Staff members to allow the recipient to complete a substantial scholarly work.

The award is given for the specific purpose of bringing a major project to completion in a way that will result in a manuscript (book or monograph) at the completion of the grant period. It is expected that this manuscript will be published within a reasonable time after the completion of the award period.

A PARSE is not to serve as a seed grant at the beginning of a research project, nor is it to support the completion of work which has already been promised under an earlier grant or award, either from the University or from other sources.

### Definitions

<b>Academic Excellence Awards Committee (AEAC)</b>	Athabasca University General Faculties Council Academic Excellence Awards Committee.
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## **Academic Staff**

Academic staff means academic staff who are appointed under the Faculty Association agreement to a full-time faculty position in which the person has been or may be granted tenure, and includes Professors, Associate Professors, Assistant Professors, and Academic Coordinators.

## **Non-academic Staff**

Non-academic Staff means staff members who are appointed to a full-time Professional or Excluded Professional position.

## **Procedures**

### **Eligibility**

Academic and Non-academic Staff who have full-time continuing appointments are eligible for the Award.

Applications may be from eligible individuals or from two or more eligible individuals working jointly on a project. Joint projects are normally eligible for one award.

One competition will be held each academic year (July 1 to June 30). Up to two grants may be awarded in each academic year.

### **Application Process**

The call for applications will be issued annually through the Office of the University Secretariat. The call will include information regarding timelines, application forms and any other information relevant to the award.

Applications must be received by the deadline date. Late applications will not be considered. All applications must be completed in full.

### **Criteria**

Applications will be adjudicated by the Academic Excellence Awards Committee (AEAC) based on:

- The scholarly merit of the project;
- The likelihood of the project being completed within the Award period;
- The scholarly record of the applicant(s); and
- Demonstration of either publisher commitment to publish the manuscript (or equivalent) or publisher interest in the submission of a completed manuscript (or equivalent) for review and consideration for publication.

Applicants must include a timeline for project completion in their initial application.



## **The Award**

The successful recipient(s) will be informed in writing by the Chair of the AEAC. An “All Staff” email will be issued to announce the award recipient(s) to the University community.

Successful applicants will receive:

- A certificate of recognition.
- Four (4) months paid leave in consultation with the applicant(s) and the applicant’s Dean or supervisor, to complete the writing of a publishable manuscript (book or monograph) or equivalent based on substantive research.

Adjudications will be conducted in January; the leave will be given during the next academic year (July 1 to June 30). This will allow recipients time to arrange their leave. The successful applicant(s) will use the Award within the academic year in which it was given.

If the recipient wants an extension of the time to complete the manuscript, as it is specified in the original application, a request should be presented to the AEAC together with an account of all extenuating circumstances. The Committee may recommend the granting of an extension with the approval of the Provost and Vice-President Academic; extensions will not normally extend beyond the end of the next academic year.

## **Reporting**

The Award recipient(s) must submit a report to their Dean or supervisor with a copy to the AEAC within one (1) month of the completion date of the project and, subsequently, upon publication of the manuscript. A copy of the published work should be forwarded to the Committee upon publication to be included in a special library collection.

## **Applicable Legislation and Regulations**

[Alberta Freedom of Information and Protection of Privacy Act](#)  
Canada [Income Tax Act](#)

## **Related References, Policies, Procedures and Forms**

[Academic Excellence Awards Policy](#)

## **History**

Policy Sponsor, September 26, 2016 (revised)  
GFC, June 15, 2016, Motion 32-04 (associated policy approved)



APPENDIX 1-A  
**Application Form**

**President's Award for Research and Scholarly Excellence (PARSE)**

*This form must be completed, in full, by applicants. (If this is a joint project, a full application form must be completed for each applicant.)*

1. Applicant:

Name: \_\_\_\_\_

Faculty/ Centre: \_\_\_\_\_

Rank: \_\_\_\_\_

2. Title of Project: \_\_\_\_\_

3. Area of research (check one):

\_\_\_ Business

\_\_\_ Health

\_\_\_ Humanities

\_\_\_ Interdisciplinary

\_\_\_ Natural Sciences

\_\_\_ Social Sciences

\_\_\_ Technology

\_\_\_ Other: (*describe*) \_\_\_\_\_

4. Previous publications, listed by categories below (include bibliographic citation):

a) monographs and books

b) articles in refereed journals and chapters in edited collections

c) articles in non-refereed publications

d) other publications

5. Summary description of project:

*The summary should be one (1) page maximum, indicating clearly that the project is very near completion, the nature of publishable writing(s) planned for completion during the award leave, name and address of the interested publisher, and how the results will contribute to scholarship in your field. This summary should be comprehensive and non-technical, for the benefit of the non-specialized members of GFC-AEAC. (If this is a joint project, indicate the role of each person involved in items 5, 6 and 7 on this form).*



6. Work Plan:

*Indicate, in at least a month-by-month (or chapter-by-chapter) schedule, the detailed work plan (with timelines) for successful completion of the project within the four-month period of the award.*

7. Detailed project description:

*Describe the project in sufficient detail to permit an informed evaluation and decision by qualified assessors of its excellence and likelihood of completion. Limit the description to a maximum of 2,500 words.*

8. Draft Chapter(s):

*Include as part of the application, a chapter from the draft manuscript. Applicants may wish to submit additional chapters to the GFC-AEAC, but must select only one for external referees.*

Signatures:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

I acknowledge that I have read this application.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date