

IV. OFFICE OF RESEARCH POLICIES AND PROCEDURES

IV.A. RESEARCH PROPOSAL POLICIES

V. A.9. SPH Award for Research Excellence

Each year, the SPH Research Committee, in collaboration with each SPH department, selects one outstanding graduating undergraduate, masters and doctoral level student to receive the School of Public Health Award for Research Excellence. The award is presented during May commencement exercises. The purpose of this document is to outline the policy and procedure regarding the eligibility and selection process in identifying the award recipients.

Procedure:

1. The Office of Research sends out electronic notice to faculty and students during the Fall semester regarding the upcoming award competition.
2. Students who are planning on competing for research awards should submit a “Notice of Intent to Compete” to the SPH Research Program Coordinator indicating that intent, copied to the relevant Department Head by December 31st of each year. This is a non-binding notice and students may compete without having submitted the notice. The purpose is to provide the SPH Research Committee with some assessment of the volume of review packages to expect and alerts the relevant department to the list of potential applications to review.
3. Eligible students submit the completed Research Award applications to their respective Advisors and Department Heads by the **first day of March**. The award application is available on the SPH Office of Research website.
4. Student eligibility for commencement should be verified by the Department Head and denoted on the research application.
5. Each Department reviews the pool of nominee applications and selects up to two nominees in each category to send forward to the Research Committee. The winning departmental nominee applications are due to The Research Office by close of business the **10th day of March**.
6. The SPH Research Advisory Committee reviews the applications and by means of vote, determines the award recipients for the year. Notice of the recipients will be provided confidentially to the Office of Student Affairs for inclusion in the graduation program by the **20th day of March**. Student affairs will then handle the presentation process as part of the annual spring graduation ceremony.

If any of the above dates fall on a weekend, the materials are due on the next business day.

Eligibility:

With some exceptions as denoted below, all students who are eligible to participate in the calendar graduation ceremonies are eligible to compete for the award. Excluded from eligibility are SPH students with a previous doctoral graduate research degree (Ph.D., Dr.P.H.) or students concurrently enrolled in an advanced research degree program. Exceptions to the eligibility will be reviewed on a case by case basis by the Research Dean in consultation with the Research Committee.

Application Content:

The application may focus on a single project or a student's research portfolio conducted as an enrolled SPH student. The student may work with advisors or thesis/dissertation committee members in preparing the application. The work does not necessarily have to be part of a thesis or dissertation project; however, the work must reflect the student's own efforts.

Criteria for Student Research Award Evaluation

Criteria for selection include quality of the research design, scientific rigor throughout, importance of the question examined, and potential impact on relevant outcomes, either current or future.

Attachment:

Student Research Award Application

**The Office of Research
The School of Public Health**
Student Award for Excellence in Research

Name of student:

Date of Submission:

Name of Advisor:

Department:

Select Award Level:

Doctoral Level: DrPH Ph.D.

Masters Level: MPH MSPH MHA

Undergraduate Level:

Commencement Verification: [Department Head should verify student' eligibility]

Eligible for commencement during calendar year ceremonies

Date of commencement:

Project or Portfolio Title:

Principal Investigator:

Co-Investigators:

Term of Project:

Funding Source:

Summary of the Student's Role in the Research: In less than 500 words, describe the student's role in and contribution to research at SPH (ex. investigator, co-author, etc.).

Abstract: Provide a project abstract of no more than 350 words.

Issue: Describe the health/public health issue addressed by this research in 50 words.

Research Questions/Hypotheses: Identify the research/evaluation questions addressed by the project and/or research portfolio in 100 words.

Research Design/Approach: Describe the basic research protocol in 500 words.

Relevance to Policy/Practice/Basic Research: Describe the degree to which the project holds direct implications for policy, practice or the advancement of basic health sciences in 500 words.

Publications: List all peer review articles (up to 1 page) in which the student served as lead author or co-author and attach one example of an peer review article (no page limit) in which the student served in a significant authorship role.

Probability of Publishing or Future Funding: Describe the likelihood the work will lead to publication(s) and/or future project work/funding in 100 words.