Outstanding Research Administrator Award
2021 Nomination Guidelines

The Outstanding Research Administrator Award is given annually to recognize valuable contributions of a research administrator whose significant efforts go above and beyond their day-to-day responsibilities. The award is sponsored by the Office of the Vice President for Research and is presented to one awardee each year. The award consists of a framed certificate and $500 paid to the awardee via UT Payroll (subject to payroll deductions).

WHO IS ELIGIBLE?
The Outstanding Research Administrator Award is open to any full-time staff member with primary responsibilities in research administration and employed by any unit, center, department, or office of The University of Texas at Austin. Nominees must have at least 3 years consecutive service in a research support capacity with The University of Texas at Austin at the time of the award. Faculty, research assistants or other personnel who are major contributors to the conduct of research are not eligible for this award.

WHAT IS A RESEARCH ADMINISTRATOR?
Research administration is a broad field, and a Research Administrator may support research at any stage of the research spectrum, from identification of funding opportunities to intellectual property management. Example responsibilities of a research administrator include but are not limited to:

- Identify research funding opportunities
- Participate in proposal development, internal review processes, and submission to a funding agency
- Negotiate terms and conditions of awards and participate in the administration of an award
- Assist with contract modifications, extensions, progress reports, or effort certification
- Participate in the administration of a research account, centrally or departmentally, from account set-up to account management to close-out
- Provide support in the form of compliance review for export controls, animal use, human subject research, biosafety matters, etc.
- Manage invention disclosures and intellectual property generated by sponsored research

Remember, an Outstanding Research Administrator goes beyond performance of day-to-day tasks.
WHAT ARE THE SELECTION CRITERIA?
The following criteria will be considered in selection of the award recipient. A nominee need not meet all criteria in order to be nominated:

- **Dedication**: Outstanding contributions beyond performance of day-to-day tasks to increase effectiveness and efficiency of research administration
- **Knowledge**: Well-versed in the research administration body of knowledge and strives to remain informed of the latest updates and changes affecting job responsibilities
- **Communication**: Facilitates research by effectively communicating with faculty, peers, research administrators, and sponsors
- **Engagement**: Active participant in the research administration community at UT-Austin and professional organizations related to the field
- **Assistance**: Demonstrated commitment to the advancement of colleagues to further professionalize research administration on campus
- **Commitment to Growth**: Enthusiastic approach to sustained improvement as a research administrator and values peer relationships, feedback, and broader visions for success.

HOW DO I NOMINATE A RESEARCH ADMINISTRATOR?
Any staff, faculty, or student can nominate ONE eligible staff member for the award. An individual may receive multiple nominations. Self-nominations are prohibited. Nominations will be accepted beginning **Friday, May 21, 2021**, and are due by 5:00 p.m. CST on **June 30, 2021**.

To nominate a staff member, submit the nomination form online at the following link: https://utexas.qualtrics.com/jfe/form/SV_2b2xbkvkzNSjQAm.

WHEN WILL THE Awardee BE ANNOUNCED?
The Outstanding Research Administrator Award will be presented during the September 28, 2021, Association of Research Administrators (ARA) meeting.

REVIEW AND AWARD SELECTION PROCESS
The VPR office will collect and review all nominations to confirm eligibility, then appoint a review committee comprised of research administrators and other members of the campus research enterprise who (1) understand the nature of research administration, (2) appreciate the spirit of the award and (3) declare no conflict of interest with the nominees. The review committee will evaluate the nominations according to the selection criteria described above and will recommend a top nominee to the VPR office.

TIMELINE:
May 21, 2021 – Nomination window opens; nominations accepted via online form
June 30, 2021 – Deadline to submit nominations
July 2021 – VPR office confirms eligibility of nominees and recruits review committee members
July – August 2021 – Review committee evaluates nominations and convenes in person to make final recommendations to VPR
September 28, 2021 – Award presented at the September ARA meeting