**PDC Postdoc Awards**

**Nomination Form**

**AHSS Faculty 2024**

The PDC Postdoc Awards aim to recognise the contributions of postdocs to the University. In particular, they reward those who excel in what they do, who “go the extra-mile” in their research, in their contribution to public engagement and the life of the University, as well as in the provision of support for their group, colleagues, School.

We encourage all staff to think of postdocs who have made a difference in these categories and to nominate them.

These awards are funded by the AHSS Faculty and focus on achievements from the current academic year.

Although self-nominations are possible, we encourage postdocs who think they should be nominated to ask a colleague to nominate them (this person can be the postdoc’s PI, a postdoc or any other QUB staff member). Nominations by PhD candidates are authorised for the Support category.

Nominators can ask the postdoc they want to nominate for details of the activities they undertook if needed.

Note that, to avoid potential bias, the selection committee is only provided with the abstract and list of achievements submitted by nominators. Other information collected via this form, including the name of the nominator (or self-nomination status) are not communicated to the panel.

For more information and to see last year’s nominees and winners, please visit the [PDC Postdoc Awards page](https://www.qub.ac.uk/sites/pdc/Recognition/PostdocAwards/) on the Postdoctoral Development Centre’s website.

**Award categories**

* Research category

This award recognises research and impact activities. It can for example relate to contributions to the progression of projects (creative approaches and problem solving, development of methodologies and tools…), the generation of new knowledge and quality outputs (publication of papers, patents, books, policy reports, code/software, open access datasets…), invited presentations at International conferences and other research dissemination activities to the research and innovation community, obtaining of prizes and similar marks of esteem, as well as the generation of new research ideas and proposals (for external funding etc.). This category also rewards the establishment and management of collaborations and partnerships within academia and with other sectors, contributions to impact and societal benefit (including influence on policy and how public or private bodies function, innovation and commercialisation, entrepreneurship/spin-out companies, development of new applications and products, consultancy…), as well as external engagement with the public, patients or other stakeholders for research purposes (e.g. PPI and research co-creation and consultation).

*Note: research dissemination to the public and media is not normally included here, but in the ‘Citizenship and outreach’ category.*

* Citizenship and outreach category

This category recognises postdoc involvement in QUB business and in the wider research and innovation sector through, for example: dissemination of research to non-specialist audiences (public talks, festivals, events, social media, dissemination via mainstream media or blogs, vlogs…), student recruitment and inspiring young people (engagement with schools, university open days, student recruitment events, widening participation activities…), committee work and representation, the organisation of research events (e.g. conferences, symposia, courses…), contributions to a positive research culture (championing of Equality, Diversity and Inclusion, research integrity, open access, supporting local student symposia and events…), contributions to a positive working environment (organisation of networking and social events…) and other marks of administrative leadership. Contributions to national, international, or field-specific societies, committees, and boards are also relevant to this category, as well as refereeing activities (editing, reviewing papers and proposals etc.).

In the case of AHSS nominees, this award also includes the items corresponding to the ‘Support’ category in MHLS and EPS, including postdoc involvement in the supervision, training and mentoring of students and fellow staff members (through mentoring programmes, career events, workshops, summer schools), as well as teaching. Contributions to the functioning of the team/group (organisation of team building activities or away days, team Health and Safety or regulatory compliance, regular team meetings or journal clubs…) and coordination of research delivery (e.g. project and collaboration management, budget management) are also included in this category.

Note that this award rewards public engagement relating to the dissemination of research, not the development of collaborations with external partners such as industrial partners, engagement with innovation and commercialisation as well as PPI embedded within the research project; these activities are rewarded as part of the ‘Research’ category.

**Nomination rules and procedure**

Who can be nominated?

* Each nomination must be for an individual postdoc
* Nominees should be current postdocs (Research Assistants with a PhD, Research Fellows, Senior Research Fellows, holders of an early-career postdoctoral fellowship, or similar AC1 to AC3 Research staff with a PhD) from the Faculty of Arts, Humanities and Social Sciences (for postdocs from other Faculties, use either the MHLS or EPS nomination form). PhD candidates are not eligible
* Vice-Chancellor Fellows, Illuminate fellows or holders of category C or D fully independent fellowships ([see criteria defining fellowship categories](https://qubstudentcloud.sharepoint.com/sites/int-re/SitePages/Fellowships.aspx#queen%E2%80%99s-supports-for-fellows-and-new-investigators)) are not eligible
* The postdocs nominated should still be employed at Queen’s in September 2024 (to allow the award to be paid to their salary)
* Postdocs who won one of the postdoc awards in the previous year cannot be nominated in the same category the following year (see [previous winners on the website](https://www.qub.ac.uk/sites/pdc/Recognition/PostdocAwards/Archive/)).

Who can nominate?

* Any Queen’s staff member (PI, Postdoc, technical staff, administration staff…) can nominate a maximum of one postdoc per category. Use separate forms for each award
* Postdocs can self-nominate, but only in one category
* If several people wish to nominate the same person, they should ideally write one nomination together (and list all their names as ‘nominators’), for consideration for the judges' time. Judges focus on the content of the nominations, not the number received. Please do not have separate individuals submit the same copied/pasted nomination

What should you include in your nomination?

* The nomination should include an abstract summarising your main reasons for nominating the postdoc and a list of maximum 10 ranked achievements supporting your nomination (to be provided on this form)
* The activities which qualify must have been carried out (or be planned) within the academic year, between September 2023 and August 2024 (included)
* As a signatory of [DORA](https://sfdora.org/) (the Declaration On Research Assessment), we do not permit the use of narrow metrics like Impact Factors in the nominations, and require that the quality of the achievements listed is provided via the contextualisation of their significance and impact instead
* The achievements supporting the nomination should include specific facts and examples, describing what the contribution of the individual to the initiative was (for example taking inspiration from the [CRediT taxonomy](https://credit.niso.org/)), as well as the impact it had; this may be an impact on the progress of their research, on their team or another group of colleagues, on their field, on the development of another individual, on local culture, on society, on the economy etc.
* Ensure the achievements you provide are relevant to the category you have chosen and took place within the eligible timeframe. The categories’ descriptions above indicate the type of eligible achievements. Note that not all the elements listed are required and that the list is not exhaustive
* Please do not include facts that would clearly align with another category as they won’t be considered by the panel (for example, do not include papers published for the collegiality category)
* Rank the achievements, starting with the one you consider the most important
* If relevant, you can highlight at the end of your nomination some specific circumstances that you feel the panel should be aware of, for example if the individual you are nominating was on leave for part of the eligible timeframe or works part-time

How should you submit your nomination?

* Send this form completed as a word document (not a pdf as it complicates the anonymisation process for PDC staff) to [pdc@qub.ac.uk](mailto:pdc@qub.ac.uk), Subject: AHSS Postdoc awards, by 30/06/2024 midnight
* The PDC will acknowledge reception of your nomination. If you do not receive a confirmation within two working days, please get in touch to ensure your email was actually received

Outcome

* Each nomination will be evaluated by a panel including the Faculty Dean of Research or nominee, the PDC Officer or Research Culture Manager, a Faculty academic (e.g. PROG Academic Representative) and a member of the Research and Enterprise directorate working with the Faculty
* If a large number of nominations is received within one category, the panel may decide to also award a reasonable number of ‘highly commended’ mentions in addition to selecting a winner. The winner will receive £300[[1]](#footnote-2) on their September salary.
* Winners will be announced at the Postdoc Showcase, which this year is taking place on the 16th September, at the start of National Postdoc Appreciation Week (16-20 September 2024); place and time of the announcement will be communicated to the nominators
* The results will be displayed on the [PDC Postdoc Awards’ web page](https://www.qub.ac.uk/sites/pdc/Recognition/PostdocAwards/) and shared on the [PDC X account (@QUBpostdoc)](https://twitter.com/QUBPostdoc).

**Award category:** Choose an item.

**You (person who is nominating):**

Name (first name + family name): Click or tap here to enter text.

QUB email: Click or tap here to enter text.

Position: Click or tap here to enter text.

School/Centre (if from EPS or MHLS, please write after the box): Choose an item.

If this nomination comes from a group of people, please provide names and emails from the other nominators below:

Click or tap here to enter text.

**The nominee (postdoc you are nominating):**

This is a self-nomination (if yes, you do not need to fill up the next 4 fields): Yes  No

Name (first name + family name): Click or tap here to enter text.

QUB email: Click or tap here to enter text.

School/Centre (if from EPS or MHLS, you need to use the [form from that Faculty](https://www.qub.ac.uk/sites/pdc/Recognition/PostdocAwards/)): Choose an item.

*Note: only the abstract and table below will be communicated to the judging panel; the information provided above will not (for administrative purposes only)*

*By submitting this form, you certify that the information is accurate and reflects the actual contribution of the postdoc*

*By default, the PDC will share your nomination with the nominee, since reading what you wrote is an important contributor to them feeling appreciated. If for any reason you do not want your nomination to be shared with the postdoc, please tick the box below*

I do not want the postdoc I am nominating to receive a copy of this nomination

**Abstract: Please summarise the reasons for your nomination in maximum 200 words** **(words beyond this count will be deleted before the nominations shared with the panel), including the principal accomplishments and your personal view on the postdoc's performance in relation to the chosen category. This abstract may be published on the awards’ website. If this is a self-nomination, please write as the third person, not the first.**

**Please list here the main achievements supporting the nomination (max 10), ranked from the most to the least important according to you. Please be factual and concise** **(maximum 500 words across all cells of the table; words beyond this count will be deleted before the nomination is shared with the panel) describing the personal contribution of the postdoc and when it took place, as well as the impact of this contribution. Make sure it relates to the chosen award category. If this is a self-nomination, please write as the third person, not the first.**

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| **Achievement/initiative, including a description of the nominee’s contribution** | **Outcome, significance and impact of the nominee’s contribution** |
| 1. |  |
| 2. |  |
| 3. |  |
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| 6. |  |
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| 9. |  |
| 10. |  |

1. The awards are paid on the postdoc’s salary and as such will be taxed. As a result, the final amount received after tax will be slightly lower than £300 [↑](#footnote-ref-2)