IRISH research COUNCIL Researcher of the Year Awards 2024

**Institution OVERVIEW FORM**

Higher Education Institutions (HEIs) and Research Performing Organisations (RPOs) are required (where possible)[[1]](#footnote-1) to maintain gender balance for either category for which they wish to submit an application. Therefore, a HEI/RPO may decide to enter a total of either two applicants (one man and one woman within the same category) or four applicants (one man and one woman in each category). Gender non binary nominees may be entered in place of either the woman or the man in each category, or in addition if an eligible man and woman nominee have been identified.

Designated research officers should forward the nominee forms together with this overview form to [rotya@research.ie](mailto:rotya@research.ie) no later than **4pm (Irish time) on 30 September 2024**. The nominee forms should be submitted as Word or editable PDF files. This overview form (with signature and institutional stamp) may be submitted as a scanned PDF.

|  |  |
| --- | --- |
| **Name of HEI/RPO:** |  |
| **Name of designated research officer:** |  |
| **Position of designated research officer:** |  |
| **Email address of designated research officer:** |  |

|  |  |
| --- | --- |
| **Category:** | **Nominee:** |
| **Category one** — **Researcher of the Year** | 1. |
| 2. |
| **Category two** — **Early-Career Researcher of the Year** | 1. |
| 2. |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Yes** | **No** |
| **Do the nominees fulfil the eligibility criteria as set out in the Guidance Document available on our** [**call page**](https://research.ie/what-we-do/researcher-of-the-year-awards/)**.** | |  |  |

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| --- | --- | --- | --- |
|  |  | **Yes** | **No** |
| **Have you maintained a gender balance across your nominations?** | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Yes** | **No** |
| **Was a self-nomination process used to select nominees?** | |  |  |

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| --- |
| **Please provide a brief description of the process used to select nominees within your HEI/RPO:** |
|  |

|  |  |  |
| --- | --- | --- |
| **Date:** | **Signature:** | **Institutional stamp:** |
|  |  |  |

1. “Where possible” relates to instances where institutions do not have eligible candidates from more than one gender from whom to select their nominees. In such cases, the IRC will exceptionally consider waiving the rule whereby a nomination from more than one gender must be made in each category. These circumstances will be subject to verification by the IRC. [↑](#footnote-ref-1)