



COS RIA Workshop

11.21.19



Agenda

- General RIA Information
- Application
- Tips on RIA
 - General Advice
 - Committee Trends
- System Navigation
- Questions

General RIA Information

- Research Incentive Award
 - Recognizes outstanding research, scholarly, or creative activity that advances the body of knowledge in a particular field, including interdisciplinary research and collaborations. This award recognizes employee contributions to UCF's key goal of achieving international prominence in research and creative activities.
- <https://facultyexcellence.ucf.edu/recognition/research-incentive-award/>
Schedule, Training manual, Procedures (dossier contents, criteria)
- <https://sciences.ucf.edu/facultyaffairs/awards/research-incentive-award/>
Past workshop slideshows, past winners, etc.

General Info Continued

- Eligibility
 - ALL Full-time faculty with 4 years continuous service since August 8, 2015.
 - Cannot have won a RIA in 2015-16 or more recently.
- For 2019-20 COS can award up to 14 RIAs.
 - Approx. 33 people have indicated that they intend to apply.
- System opened Tuesday 11/18.
- **Submission deadline 11:59pm 12/12/19.**

Application

- RIA applications are submitted through online system.
 - [RIA Applicant Training Manual](#)
- More concise application than in “the binder” years
- **Application Sections - Text Boxes**
 - **Research Primary** - Text Box (100 words)
 - Describe primary area of research or creative activity
 - **Research Secondary** – Text Box (100 words)
 - If applicable, describe your secondary areas of interest
 - **Achievements and Recognition** – Text Box (500 words)
 - This is your area to talk yourself up. Make your case.
 - Be transparent and specific, include dates of activities.

Application (2)

- **Application Sections - Attachments**
 - **Current Curriculum Vitae**
 - Tailor your CV for the award
 - This is the one section that doesn't have any restrictions (i.e. format)
 - Entire or abbreviated CV but focus/highlight last 5 years. (January 2015)
 - **Annual Assignments**
 - The AA-46 form. (FTE in research, teaching, service. By year or semester.)
 - Last 4 years in descending order (2018-19, 2017-18, 2016-17, 2015-16)
 - Ask your department/school if you need copies.
 - **Annual Evaluations**
 - AA-17 form. (Yearly chair eval. Rating teaching, research, service.)
 - Last 4 years descending order (2018-19, 2017-18, 2016-17, 2015-16)
 - Ask your department/school if you need copies.

Application (3)





- **Application Sections - Attachments**
 - **Examples of Research Products**
 - Maximum of 3 examples of your work.
 - Must be from the last 5 years. (January 2015 onward)
 - Should provide evidence of quality rather than quantity
 - Possible examples include:
 - Copies of publications
 - Awards (notification letters/certificates)
 - Book Reviews
 - Can attach 3 separate documents.
 - Can combine like items into a single example (strategically)

Tips on RIAs – General Advice

- Follow the Guidelines/Criteria
- Put yourself in the committee member's shoes
- What sets you apart? Find your niche, focus strengths/advantages
- Contextualization/Presentation
 - Clear, concise, organized, readable, understandable
 - Provide context wherever you can
 - Comparisons to college/dept/field
 - Utilize freedom of CV to provide context
- Cross discipline appeal/understanding
- Explain the impact
- Learn from not winning / use feedback

Tips on RIAs

Positive Committee Feedback

- Publications/Presentations (number, impact) (94)
- Funding (relative to field, type, amount, **consistency**) (82)
- Impact/Significance/Visibility of research (58)
- Awards/Achievements/Recognition (**52**)
- Level of research/productivity (volume, quality, **consistency**) (44) 
- Citations (43) 
- Mentoring / Educational impact (39)
- Presentation/Demonstration of record/materials (**15**)
- Balanced / Well-rounded record (11) 
- Clear evidence of exceeding norm in discipline (**9**) 
- Leadership (7)
- Patents, Innovative/Novel methods, High level multiple disciplines (< 7 each)
- Improvement/upward trend (productivity, quality) (2)

*Numbers in parenthesis indicate how many times the topic was mentioned among feedback of applications since 2012-13.

Tips on RIAs

Constructive Feedback

- More or clearer evidence/emphasis of impact (47)
- More/significance of honors/awards/recognitions (25)
- Stronger publication/citation record (number/impact) (25)
- Greater/clearer evidence of exceeding norm in discipline (21)
- Funding (continued or additional) (17) (not mentioned in 2018-19 letters)
- Clearer explanation to wider audience (16) (not mentioned in 2018-19 letters)
- Contextualization/Explanation (evals, awards, etc.) (14)↑
- Clearer Presentation of materials (10)↑
- Clearer focus on or separation of the award period (9) (not mentioned in 2018-19 letters)↓
- More time for record to mature (7)↑
- Clearer explanation of role on projects (6)↓
- Greater evidence of mentorship / student involvement (3)

*Numbers in parenthesis indicate how many times the topic was mentioned among feedback of applications since 2012-13.

Tips on RIAs

Interesting Specific Comments

- “The committee was impressed... **upward trend** in research productivity and quality...”
- “The committee was impressed... **growing** international and local reputation...”
- “The committee was impressed... Specifically, the demonstrated **impact** of the research, particularly at the **local level**.”
- “The committee was impressed... **consistent** funding...”
- “The committee felt that the application may benefit from... and **contextualization for absence of funding**.”
- “The committee felt that the application may benefit from greater demonstration of how productivity compares to and **exceeds the norm in the field**... and greater demonstration of the broader **impact** of the research.”
- “The committee was impressed... **level of success considering rank**.”

System Navigation

- Training Manual available through the Faculty Excellence website
 - [RIA Applicant Training Manual](#)
- Key system navigation items
 - Sign on through my.ucf.edu
 - 3 Text Boxes
 - Will not allow submission if boxes blank or over word count
 - 4-6 Attachments
 - After attaching first document click the “+” button to the right to add a new attachment.
- Start your application soon to make sure you have access.
- Deadline is 11:59pm on 12/12, but I recommend submitting before 5pm on deadline day.

Questions?

