

# COS RIA Workshop

11.20.20

# Agenda

- General RIA Information
- Application
- Tips on RIA
  - General Advice
  - Committee Trends
- System Navigation
- PDF Prep
- 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/award/research-incentive-awards/>  
Schedule, Training manual, Procedures (dossier contents, criteria)
- <https://sciences.ucf.edu/faculty-affairs/awards/research-incentive-award/>  
Past workshop slideshows, past winners, etc.

# General Info Continued

- Eligibility
  - ALL Full-time in-unit faculty with 4 years continuous service since August 8, 2016.
  - Cannot have won a RIA in 2016-17 or more recently.
- For 2020-21 COS can award up to 14 RIAs.
  - Approx. 35 people have indicated that they intend to apply.
- System opened Tuesday 11/16.
- **Submission deadline 11:59pm 12/10/20.**

# Application

- RIA applications are submitted through online system.
  - [Training Manual - RIA Applications](#)
- **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
    - Entire or abbreviated CV but focus/highlight last 5 years. (January 2016)
    - This is the one section that doesn't have any restrictions (i.e. format)
  - **Annual Assignments**
    - The AA-46 form. (FTE in research, teaching, service. By year or semester.)
    - Last 4 years in descending order (2019-20, 2018-19, 2017-18, 2016-17)
    - Cover page with summary table and context (one page)
  - **Annual Evaluations**
    - AA-17 form. (Yearly chair eval. Rating teaching, research, service.)
    - Last 4 years descending order (2019-20, 2018-19, 2017-18, 2016-17)
    - Cover page with summary table and context (one page)

# Application (3)

- **Application Sections - Attachments**
  - **Examples of Research Products**
    - Maximum of 3 examples of your work.
    - Must be from the last 5 years. (January 2016 onward)
    - Should provide evidence of quality rather than quantity
    - Possible examples include:
      - Copies of publications
      - Awards/Recognition (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 (number, impact, type) (20)
- Funding (**relative to field**, type, amount, **consistency**) (15)
- Presentations/Invited Talks (number, impact, type) (12)
- Awards/Achievements/Recognition (11)
- Mentoring / Educational impact (9) ↑
- Leadership (8) ↑
- Citations (6) ↑
- Impact/Significance/Visibility of research (4) ↓
- Level of research/productivity (volume, quality, **consistency**) (3)
- Balanced/Well-rounded record (2)
- Presentation/Demonstration of record/materials (1)
- Clear evidence of exceeding norm in discipline (1)
- Patents, Innovative/Novel methods, High level multiple disciplines (1)
- Improvement/upward trend (productivity, quality) (1)

\*Numbers in parenthesis indicate how many times the topic was mentioned among feedback of applications since 2019-20.

# Tips on RIAs

## Constructive Feedback

- Funding (continued or additional, context) (7) ↑
- Stronger publication/citation record (number/impact/type) (5) ↑
- Contextualization/Explanation (evals, awards, etc.) (5) ↑
- Clearer Presentation of materials (5) ↑
- More/significance of honors/awards/recognitions (4) ↓
- Greater/clearer evidence of exceeding norm in discipline (3) ↓
- Clearer explanation of role on projects (2) ↑
- Greater evidence of mentorship / student involvement (2) ↑
- Contextualization of or stronger annual evaluations (2)
- Stronger Presentation Record (more/impact/type) (2)
- Clearer focus on or separation of the award period (1) ↓
- More time for record to mature (1)
- More or clearer evidence/emphasis of impact (0) ↓

\*Numbers in parenthesis indicate how many times the topic was mentioned among feedback of applications since 2019-20.

# 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**.”
- “Additionally, the committee understands that **funding is a metric that is not weighted as heavily in this field as it is in others**, but obtaining a grant would certainly also benefit the application.”

# System Navigation

- Training Manual available through the Faculty Excellence website
  - [Training Manual - RIA Applications](#)
- 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 12/10, but I recommend submitting before 5pm on deadline day.

# PDF Prep

## [How to Combine PDFs](#) (COS Faculty Affairs Site under P&T)

- Option 1: Combine PDFs.
- Option 2: Insert Pages.
- Option 3: Convert to word, copy and paste, save as PDF (not ideal)
- Option 4: Print documents, put together, scan as a single document (not ideal)

**Do not** combine files into PDF Portfolios. Just use standard PDF documents.

- To make sure you are not saving as a Portfolio, when in the “Combine Files” screen. Click “options” and make sure “Save as PDF Portfolio” is NOT checked.

Beware of disappearing signatures.

- If a document was prepared and signed electronically, sometimes the signatures will disappear when combining files.
- To avoid this, you can first “print to PDF” the original document, and then combine them as needed. (Just go to print the document as usual, then on the print menu change the printer to “Microsoft print to PDF” before printing)



Questions?

