

**Carleton University
Research Achievement Awards (RAA)
Guidelines**

Application deadline October 31, 2025

Application Process: online [Application Form](#) (must be connected to Carleton VPN to access)

Please save the following sections save as a single pdf for submission. Ensure your application is written in plain language suitable for a multidisciplinary committee, and that any discipline-specific terminology or acronyms are explained.

Sections I and II should not exceed 5 pages.

The PDF file cannot exceed 5MB.

I. Summary of the Outstanding Research Achievements (250 words)

Suitable for a public announcement, please provide a high-level summary of the Outstanding Research Achievements detailed in this application.

II. Research Achievements Summary

Using plain language accessible to a multidisciplinary committee, please describe your most notable research achievements and explain their significance.

III. Current Curriculum Vitae (CV)

Attach a current CV that will be used by the review committee, together with the Research Achievements Summary, to assess outstanding research achievements.

To facilitate the review by a multidisciplinary committee, as part of the CV, you may wish to include the following sections (as applicable):

- Interruptions and Special Circumstances
 - Include the start and end dates of the interruption with a general description of its impact on your research productivity.
- Publication Conventions
 - Identify any discipline-specific conventions, such as name order in citations, and the status of journals and other publications in your field. This information will assist the committee members whose areas of research differ from your own.

Submission Steps:

Login to the [Application Form](#) (must be connected to Carleton VPN to access)

Submit on or before October 31, 2025. *(Your application will be routed for electronic approval by your Department Chair/School Director and Associate Dean, Research (ADR). To view the signing authority routing for your file, consult the “Approvals” Tab.)*

Late or incomplete applications will not be accepted.