Royal Irish Academy
Gold Medal in the Humanities
Notes for nominators

Eligibility

- Eligibility for candidature is restricted to persons who are usually resident in Ireland.
- Candidates are currently making a distinguished, demonstrable and internationally recognised scholarly contribution to the Humanities. The work underpinning this will have been undertaken while candidates have been working in Ireland.
- Candidates are expected to be research active at the time of nomination.

For information on the assessment procedure, please see separate award information sheets available at www.ria.ie .

Online submissions

The Royal Irish Academy Gold Medal Nomination Form is available here

All nominations must be submitted online. The form cannot be saved and must be completed and submitted in one sitting. It is recommended that nominators draft and complete their forms in a word document and then copy and paste their responses into the online application form.

All nominations are considered in the strictest confidence.

Nominators should prepare the nomination bearing in mind that individual award panel members may not be specialists in the candidate's discipline/subject area.

The committee will give special consideration to:
- Demonstrated substantial scholarly achievement
- International impact of the candidate's work
- Distinguished publication record with evidence of recent, ground-breaking publications
- Leadership
- Originality or fundamental nature of work
- Established reputational excellence

Diversity statement

The Academy seeks to ensure greater gender, disciplinary, institutional, and overall diversity in all of its activities. In the event that at the close of the call for nominations, the Academy is not satisfied that the nominations received are fully representative of the diversity, and especially the gender diversity, of the field, the assessment of nominations will not proceed and the Gold Medal will not be awarded.

A complete nomination will require the following:

1. *Nomination form* with a citation for the candidate not exceeding 4,000 characters, full contact details (to include postal address and e-mail address) and the positions held by each of the proposer, seconder and nominee.

2. A *supporting statement* of not more than one A4 page outlining the candidate's scholarly achievements relevant to the case for the award. The citation should clearly list impact/achievements/positions held etc.

3. A brief (no more than four pages), up-to-date CV for the candidate.

4. A list (no more than twenty) of the candidate's most important publications to date and an evaluation by the proposer and seconder of the five most significant publications (evaluation no more than two pages). Details of how to present the list of publications are listed below.

5. Titles, names and institutions of at least two, independent, international specialists in the candidate's discipline that could assist the assessment panel in their deliberations.

Information submitted in excess of that requested may not be considered by the Humanities Award Committee.

The closing date for the receipt of nominations **Wednesday, 17 June**, **at 5 p.m.**

Guidelines for completing nominations

The Royal Irish Academy has adopted the San Francisco Declaration on Research Assessment (SFDORA) principles. This means that citations and journal rankings should not be given undue weight in assessments.

Note: It is important that the nominator adhere to the guidelines below in as far as they are applicable. The correct format will assist the Award committee members in evaluating the candidate's contribution.

Publications must be listed in <u>reverse</u> chronological order.

In preparing the candidate's CV and (no more than twenty) of the candidate's most important publications to date, nominators should make the case for their overall contribution in terms of national and/or international significance in their evaluation of the five most significant publications.

A publication may be judged to show evidence of originality and scholarship through an assessment of all or some of the following factors:

- The contribution of the candidate to the publication.
- The number of citations received by the publication.
- The quality and impact factor of the journal in which the publication appears, relative to other journals in a similar field.
- Evidence presented showing how others have built upon the candidate's work.

The nominator is recommended to provide, where appropriate, bibliometric data from the ISI (e.g. citation numbers, H-index, i10-index) or equivalent to demonstrate the impact of candidate's contributions. *It is appreciated that citation statistics vary greatly between fields, and in some cases may not be appropriate indicators.*

In the case of multi-author works a clear statement as to the role of the candidate is required.

The following is the preferred method of listing a candidate's (no more than twenty) most important publications to date. *NB all publications listed should contain page numbers where applicable.*

(1) Journal publications
(a) Publications in internationally recognised refereed journals in which the candidate is the sole author.
(b) Publications in such journals as co-author: indicate for each paper the contribution of the candidate (Co- main author, minor contributor, team leader, etc.).
(c) Invited review papers in such journals.
(d) Publications in non-refereed journals.

(2) Books
(a) Books written as sole author.
(b) Books written as co-author. (Indicate for each book the contribution of the candidate i.e. Co-main author, minor contributor, team leader, etc.).
(c) Books edited and the candidate's contribution.
(d) Chapters contributed to books and the candidate's contribution.

(3) Conference proceedings not listed above
(a) Refereed papers in international conference proceedings, indicating the candidate's contribution and the importance of these conferences in the candidate's field.
(b) Refereed papers in national conference proceedings.
(c) Conference proceedings edited or co-edited and candidate's contribution.

(4) Other (please specify)

2020 Royal Irish Academy Gold Medals
Data Protection Transparency Statement

General Statement
This statement relates to the collection and processing of information for the purposes of awarding the 2020 Royal Irish Academy (RIA) Gold Medals. The RIA respects your right to privacy and will not collect any personal information without your clear permission. Any personal information which you volunteer to the RIA will be treated strictly in accordance with the Data Protection Acts and the General Data Protection Regulation (GDPR, EU 2016/679).

Collection and use of personal data for the purposes of administering the Royal Irish Academy Gold Medals 2020

The nomination process
For the purposes of obtaining access to an award application, the RIA uses the online application Jotform service and a secure file transfer system. Jotform is a US system which has EU servers for EU users and is compliant with EU data protection laws. The RIA uses JotForm's EU service.

The purposes for which your data are collected and used
- For peer-review and competitive assessment by the 2020 Royal Irish Academy Gold Medal Awards assessment panels. This access is supplied via a secure, GDPR compliant filesharing system and the access to the information is controlled by the Academy and removed from those sources at the completion of the assessment process.
- For the administration of individual award applications.
- For audit purposes.
- For reporting purposes (internally and externally, e.g. to our funding body, the Higher Education Authority). This can include returns on gender (anonymised and for the compilation of metrics in relation to gender balance in the Higher Education sector), institutional affiliation, disciplinary breakdown. All personal data are anonymised for reporting purposes.

What happens to your data once it has been submitted?
The data supplied in the nomination for Royal Irish Academy Gold Medals are held securely on JotForm servers before being downloaded onto secure RIA servers. Access to the information is granted to the award manager and designated administrators in the Royal Irish Academy, the Senior Vice-President, the Chairs of each assessment panel and the invited panel members. Shortlisted applications are supplied to external, international assessors. All assessors receive these data via secure connections that are removed on completion of the process. The award recipients' details (including biographical information supplied, professional achievements etc.) will feature in the citation read out at the award ceremony and in publicity in all forms of media (including print, broadcast, online and social media) around the award ceremony.

Retention Policy
Personal data will only be retained for as long as required to administer the Royal Irish Academy Gold Medals 2020 and for audit purposes. The following retention schedules will apply:
- Applications submitted to the JotForm system will be retained only as long as is necessary to allow the download of your data to RIA secure servers. JotForm data are securely deleted thereafter.
- Award recipients' personal data will be retained for 2 years for administrative and audit purposes. These data will be securely deleted thereafter.
- Select data limited to name, institutional affiliation, disciplinary context and a description of a Gold Medals winner's career, may be retained indefinitely for archival and research purposes.

Disclosure of personal information
The name, institutional affiliation and description of the award recipient's career achievements may be published on the RIA website, social media, and form elements of a press release announcing their award in print and other media as well as in the RIA *Annual Review*. Any other disclosures will only be made in accordance with the provisions of the Data Protection Acts. Further permissions will be sought if required in the future.

Disclaimer: Please note that the RIA does not have control over information/images that are posted on social media once published.

Your Data Protection rights: You have the right to request a copy of your data; to rectify incorrect data; to have your data updated; to object to unfair processing; to restrict processing or to have your data deleted. You may also exercise the right to be forgotten.

Further information
For enquiries or to make a complaint, please contact the Academy's Data Protection Officer at: dataprotection@ria.ie – deleted phone no.

To appeal a data protection decision, please contact the Office of the Data Protection Commissioner, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland.

We value your privacy and we are committed to protecting your data securely. Your data are not shared with third parties except for JotForm on a short-term basis.