

2025 Royal Irish Academy Gold Medals

Guide for nominators

Who can nominate?

A proposer and a seconder are required.

Either the proposer or the seconder must be a:

- Member of the Royal Irish Academy, or
- Honorary member of the Royal Irish Academy, or
- Current member of a RIA Multidisciplinary Committee,¹ or
- Head of an institution designated under the Higher Education Act (2022) or a Higher Education Institution based in Northern Ireland.
- Please note: serving RIA Officers are **not** eligible to nominate.

Eligibility

- Eligibility for candidature is restricted to persons who are usually resident in Ireland.
- Candidates must be currently making a distinguished, demonstrable, and internationally recognised scholarly contribution to their field.
- The work underpinning this scholarly contribution will have been undertaken while candidates have been working in Ireland.
- Candidates are expected to be research active at the time of nomination.
- Please note: serving Officers of the Royal Irish Academy are **not** eligible for nomination.

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

¹ Details of the RIA Multidisciplinary Committees are available under the 'Committees' menu on the homepage of the RIA website www.ria.ie

Criteria

The award committee will give special consideration to the below criteria. Each criterion will be equally weighted

- 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 and
- Established reputational excellence.

Online submissions

The Royal Irish Academy Gold Medal Nomination Form is available [here](#).

All nominations must be submitted online.

The form includes a 'save' function. When you save your form, you will be presented with a series of options, please select **'Skip create an account'** at the bottom of the list. You will be invited to input an email address where a link will be issued to allow you to return to your partially completed form.

Please note, until you opt to 'submit' your nomination form, the RIA will have no record or access to your nomination 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.

Diversity statement

The RIA 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 RIA is not satisfied that the nominations received are fully representative of the diversity, and especially the gender diversity, of the field, the nomination process may be reopened. Should the RIA continue to have concerns in this regard 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 of no more than 850 words, prepared by the proposer and/or seconder, full contact details (to include postal address and e-mail address) and the positions held by each of the proposer, seconder and candidate.
2. *Consent*: clear indication that the candidate has consented to their nomination for this award, and they have read and agree to the sharing of their personal data for the purposes detailed in the [Data Protection Privacy Notice](#) included in this Guide.
3. A *supporting statement* of not more than 400 words, prepared by the proposer and/or seconder, outlining the candidate's scholarly achievements relevant to the case for the award, clearly listing impact/achievements/positions held etc.
4. A *current CV* for the candidate using the narrative CV template provided below. Please complete this template in minimum 11 pt font and keep within word count limits. (If you exceed the word count, only the first five pages will be considered).
- [Download Narrative CV template - word document version.](#)
5. 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 850 words). Details of how to present the list of publications are listed below.
 - a. Nominators are requested to provide access to or a copy of at least two of these five selected publications to assist the award committee in their assessment of the nomination. Nominators should provide links to the relevant Digital Object Identifier (DOI) or a pdf of the selected publications/research outputs. Where one or more of the selected publications is a monograph, the proposer may submit a pdf of the table of contents and a chapter from each book. Nominators will be required to declare on the nomination form that the Candidate has secured consent from the copyright holders to reproduce the text. In the case of multi-authored publications, the proposers should state the specific role(s) of the Candidate in devising and planning the research programme, its execution and analysis, and the write-up for publication/research output.

Information submitted in excess of that requested may not be considered by the relevant award committee.

The closing date for the receipt of nominations **Tuesday, 4 June 2024 at 5 p.m.**

Guidelines for completing nominations

The Royal Irish Academy has signed the **San Francisco Declaration on Research Assessment**, commonly known as DORA, which in essence involves two main commitments to:

1 - evaluate the research, not the publication venue or platform. In particular the Journal Impact Factor should not be used as a proxy for the quality of an article published in that journal.

2 - recognise a wider range of contributions to research and not just the traditional journal article or monograph. This could include (but is not limited to) open-source software, registered protocols and reports, prototypes, curated data, digital media, research-based film, exhibitions, original musical composition or other research outputs and activities.

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 reverse 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.

While cognizant of limitations in overinterpreting bibliometrics, the Candidate may provide, where appropriate, bibliometric data from the ISI (e.g., citation numbers, H-index, i10-index) or equivalent to demonstrate the impact of their 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)

Privacy Notice ADM-013

2024 RIA Gold Medals

1. What we need

Our Personal Data Protection Policy governs the use and storage of your data. You can see our Personal Data Protection Policy [here](#).

The Royal Irish Academy is the Controller of the personal data you (data subject) provide us. We collect the following types of personal data from you:

- Name
- Email address
- Postal address
- Candidate's CV

2. Why we need it.

We need your personal data in order to provide you with the following services:

- Name and surname – we need this information to identify your submission.
- Email address and postal address – we need this information to correspond with you in relation to this nomination.
- Candidate CV – we need this information to share with the RIA Humanities or the Life and Medical Sciences award committee for peer-review and competitive assessment for this award.
- For internal and external reporting purposes (our funding body and award sponsors). All personal data are anonymized for these reporting purposes.

3. What we do with it

Your personal data is processed in the Royal Irish Academy located in Ireland. Hosting and storage of your data takes place in Office 365, Admincontrol, JotForm, AWS and on RIA file servers which are in the EEA.

Your data will be accessed by personnel in the Communications Departments of the Royal Irish Academy and shared securely with the members of the RIA Humanities or the Life and Medical Sciences award committee and, in the event that your nomination is shortlisted, external assessors from outside of the RIA.

Your nomination will be shared with the relevant award committee for peer-review and competitive assessment against the advertised criteria for this award. The award committee will shortlist up to three candidates and invite appropriate international external assessors to provide an assessment of them for consideration in their deliberations. The award recipients' details 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.

No other third-party providers have access to your data, unless specifically required by law.

4. How long we keep it?

We will retain your data for a period of 2 years. After this period, your personal data will be irreversibly destroyed. Select data limited to name, institutional affiliation, disciplinary context of the proposer and seconder, along with a description of a Gold Medals winner's career, may be retained indefinitely for archival and research purposes.

5. What are your rights?

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the right to request to see this information, rectify it or have it deleted. You have also the right to know what of your personal data we are processing (right of access). For any inquiry on your data, please contact us via email at dataprotection@ria.ie and reference Privacy Notice ADM-013.

In the event that you wish to complain about how we have handled your personal data, please contact our Data Protection Officer at dataprotection@ria.ie or in writing at Royal Irish Academy, 19 Dawson Street, Dublin 2, D02 HH58, Ireland. Our DPO will then look into your complaint and work with you to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland and file a complaint with them.

