

2018 Royal Irish Academy Gold Medals

Notes for nominators

Eligibility

- Eligibility for candidature is restricted to persons who are usually resident in Ireland.
- Candidates will have made a distinguished, demonstrable and internationally recognised scholarly contribution to the Humanities or the Physical and Mathematical Sciences whilst working in Ireland.
- Candidates are normally 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 Academy Gold Medal Nomination Form is available here

All nominations must be submitted online. 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. The form cannot be saved and must be completed and submitted in one sitting.

Nominators should prepare the nomination bearing in mind that individual Award panel members may not be specialists in the candidate's discipline/subject area. A complete nomination will involve the following:

<i>Nomination form</i> with a typed citation for the candidate not exceeding 4,000 characters and full contact details and the positions held by each of the proposer, seconder and nominee (to include full postal address, telephone and e-mail). The Nominee must indicate consent to their candidature, the sharing of the personal data and the Academy Data Protection procedures.	YES/NO
A <i>supporting statement</i> 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.	YES/NO
A brief (no more than four pages), up-to-date <i>CV</i> for the candidate, including full contact information.	YES/NO
A <i>list (no more than twenty) of the candidate's most important publications</i> to date and an <i>evaluation</i> by the proposer and seconder of the <i>five most significant publications</i> (evaluation no more than two pages). Details of how to present the list of publications are listed below.	YES/NO

Information submitted in excess of that requested may not be considered by the Medal Award Committees.

The closing date for the receipt of nominations is **Wednesday, 23 May 2018, at 5 p.m.**

Confidentiality

All nominations will be considered in the strictest confidence.

The Academy Gold Medals are kindly sponsored by the [Higher Education Authority](http://www.heai.ie).

Guidelines for completing nominations

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.

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)

Data Protection Transparency Statement

General Statement

This statement relates to the collection and processing of information for the purposes of awarding grants and awards by the Royal Irish Academy (RIA). 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 currently in force 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 2018

The nomination process

For the purposes of obtaining an award nomination, 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 Academy Gold Medal Awards assessment panels and invited external, international reviewers. This access is supplied via encrypted connections and access to the information is removed on completion of the assessment process.
- For the administration of individual award nominations.
- For audit purposes.
- For reporting purposes (internally and externally, e.g. the sponsor — the Higher Education Authority). This can include returns on gender, institutional affiliation, discipline breakdown. 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 2018 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.

Your rights under GDPR

You have the right to request access to personal data we hold on you; to request amendment of your data or

rectification of incorrect data; to request deletion of data or to exercise the right to be forgotten.

Further information

If you have any queries or seek clarification on any aspect of this document, please contact Siobhán Fitzpatrick, Data Protection Officer, Royal Irish Academy, 19 Dawson Street, D02 HH58.

You may request a copy of your personal data held by the RIA. To make a subject access request, please contact the Data Protection Officer. Email: dataprotection@ria.ie Phone 00 353 1 6380910

All enquiries will be dealt with in confidence. The RIA's Data Protection Policy is accessible here <https://www.ria.ie/data-protection-policy-procedures-and-guidelines> (replacement policy in hands, April 2018)