

## Criteria Aid Sheet for RA Staff Recognition Award Program

# Research Administrator Staff Recognition Awards



Click to jump to the relevant award prompts:

- [Excellence\\*/Rookie of the Year Awards](#)

\*Examples can be over the span of the nominee's career at JHU for Excellence awardee nominees

- [Leadership Award](#)

### Prompts for Writing Your Letter of Support

1. What did the nominee do that was beyond simply doing their job?
2. How did they do it?
3. What were the results and/or impact?

### Keep the following tips in mind:

1. **Personal knowledge:** Highlight your personal knowledge of the nominee's accomplishments and qualifications. Provide specific examples of their contributions, achievements, impact on their field.
2. **Be concise and focused:** Keep your examples clear, concise, and to the point. Use specifics when possible and avoid *overly* technical language.
3. **Provide evidence:** Back up your claims with concrete examples and evidence of the nominee's contributions, such as publications, research, teaching, or community involvement. Use data and statistics when applicable.
4. **Impact and significance:** Describe the broader impact of the nominee's work, including how it has influenced their field, advanced knowledge, or contributed to the institution's mission.
5. **Highlight character and leadership:** Mention the nominee's personal qualities, such as integrity, leadership, and dedication to their field.

## Excellence/Rookie of the Year Awards

**Significant achievements and contributions** in research administration reflect the variety of ways that research administrators contribute to the success of research activities.

**Examples of significant achievements and contributions may include:**

- Improving/streamlining processes
- Supporting a significant project
- Championing best practices

**Exemplary service** in research administration is defined by going beyond basic duties to significantly enhance research activities.

**Examples of exemplary service may include:**

- Solving problems proactively
- Tailoring support for researchers
- Managing complex grants exceptionally
- Responding rapidly to issues
- Introducing innovative solutions

Being a **team player** as a research administrator involves collaborating effectively with colleagues, researchers, and stakeholders and stepping in when needed.

**Examples of being a team player may include:**

- Developing trainings
- Taking initiative
- Serving as a mentor
- Communicating thoughtfully and effectively
- Acting as backup for a colleague

**Outstanding commitment and professionalism** in research administration are characterized by a dedication to excellence and professional growth, demonstrating reliability and ethical standards, and supporting continuous improvement.

**Examples of outstanding commitment and professionalism may include:**

- Participating in NCURA/SRAI presentations or articles
- Attending research administration conferences or symposiums
- Going above and beyond the standard expectation
- Commitment to institutional and industry ethics

## Leadership Award

**Significant achievements and contributions** in leadership roles are defined by impactful contributions that shape departments and the larger organization.

**Examples of significant achievements and contributions may include:**

- Driving growth
- Securing significant funding
- Championing best practices

**Exemplary leadership** is characterized by qualities and actions that inspire, motivate, and guide others towards shared goals.

**Examples of exemplary leadership may include:**

- Implementing proven effective strategies
- Motivating and inspiring employees
- Empowering employees
- *Effectively* representing JHU to the larger research community

**Encouraging professional development** as a leader means preparing employees for future roles and supporting opportunities for advancement.

**Examples of encouraging professional development may include:**

- Providing access to learning resources
- Offering mentorship/coaching
- Encouraging cross-departmental collaboration
- Promoting networking opportunities
- Developing the next generation of research administrators

**Fostering a culture of excellence and inclusion** as a leader is defined as creating a working environment where all employees feel valued, empowered, and motivated.

**Examples off fostering a culture of excellence and inclusion may include:**

- Leading by example – demonstrating excellence and inclusivity
- Creating safe spaces for employees to be heard
- Recognizing the hard work and achievements of employees
- Encouraging collaboration and feedback
- Supporting work-life balance