

UCD College of Engineering & Architecture  
Awards & Prizes Advisory Panel

Communications Protocol  
Awards, Prizes, and Measures of Esteem in Research, Innovation & Impact

The College of E&A has set up an Awards & Prizes Advisory Panel (APAP) to be proactive in finding out and promoting opportunities to nominate members of the College for awards and prizes and measures of esteem in recognition of their scholarship, leadership, and contributions in research, innovation and impact. In doing so APAP aims to support Schools and individuals in putting people / themselves forward for nominations.

Another important aspect of APAP's work is to ensure successes within the College are celebrated and communicated widely. APAP has therefore set up the following internal communications protocol for members of the College to use if they wish to. The communications protocol outlined below sets out a process to inform / capture, acknowledge, report, and communicate on substantial / outstanding / exceptional awards, prizes and measures of esteem received by members of the College.

### 1. Inform / Capture

Members of the College of E&A who are recipients of substantial / outstanding / exceptional awards, prizes, measures of esteem<sup>1</sup> in recognition scholarship, leadership, and contributions in research, innovation, and impact, are encouraged to please:

- Inform their Head of School as soon as possible of their success. APAP also recommends that Schools have an item on this as a standing item at their School Executive Board / School Research Board meetings.
- Complete the [College APAP Form](#) on google drive which, on behalf of APAP and CRIIB, is received by the College Research & Innovation Manager. The College APAP Form can be completed / submitted directly by the individual who received the award / prize / measure of esteem, or with their consent it can be completed and submitted on their behalf by their School.
- The College APAP Form collects the following information:
  - Recipient Name
  - Name of the award/prize/measure of esteem received
  - Name of the awarding body/organisation
  - Date award/prize/measure of esteem announced/received
  - Weblink to details of the award/prize/measure of esteem received
  - Indicate if it is a Prestigious Award with characteristics such as that outlined in the UCD Faculty Promotions Policy<sup>2</sup>
  - Indicate if there is an embargo re the announcement of the award/ prize / measure of esteem

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<sup>1</sup> Indicators of achievement levels - substantial / outstanding / exceptional – re awards, prizes and measures and esteem are available in the [UCD Development Framework for Faculty](#)

<sup>2</sup> The characteristics of a Prestigious International Award (as set out in [UCD Faculty Promotions Policy](#)) include:

- A unique award, with a small number of recipients, annually or less frequently than annually.
- An elite award that distinguishes its recipients as international leaders in their discipline.
- An award that affirms rather than establishes the recipient's international standing in the discipline.
- An award that is recognised across disciplines as an elite award.

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- Name(s) of any other co-recipients of your award/prize/measure of esteem (for group / team awards)
  - Indicate if you wish to receive support from the College Marketing Team to communicate my achievement / success externally through social media and other channels (see item 4 below re Communications)
  - Indicate if there is a photo available that can be used to promote this award/prize/measure of esteem, and if so please include who the photo should be credited to.
  - Name and contact details of person who submitted the form (if submitted by the School on behalf of the recipient)
  - Confirmation the recipient gives consent for the information provided to acknowledged and reported as outlined in this communications protocol.
- Records of information submitted and collected via the College APAP Form will be held for 5 years- this duration corresponds with the timeframe covered by the College Research Activity Dashboard which is generated in the university RMS system. However, if anyone wishes to withdraw / remove their Form at any point they can do so by emailing [caroline.treacey@ucd.ie](mailto:caroline.treacey@ucd.ie)

## 2. Acknowledgement

College APAP Forms submitted will be accessed by the College Research & Innovation Manager who will advise APAP members and the College Principal of the respective awards, prizes and measures of esteem received by members of the College:

- Recipients will receive a congratulations email on behalf of / from the College Principal.
- For highly prestigious international awards, prizes and measures of esteem the College Principal will send an email announcement to all members of the College of E&A and they will be displayed on College screens. With permission of the awardee.
- The College will hold an annual award, prizes & measures of esteem celebration at the June College Council Meeting each year.

## 3. Report on\_RII

Awards, prizes, and measures of esteem received by members of the College of E&A will be reported on:

- At Awards & Prizes Advisory Panel (APAP) meetings.
- As a standing item in monthly VPRII reports submitted to the College Executive Board and to CRIIB.
- At the APAP annual report and celebration held at the June College Council Meeting.
- Potential to include in the College reports to the Governing Authority and the College entry to the annual UCD President's Report.

## 4. Communications

Recipients of awards, prizes and measures of esteem can request support from the College of E&A Marketing Team to:

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- Submit to relevant central university communication units including Communications Managers in UCD Research and Nova UCD as appropriate.
- Promote on the College's social media channels and tag any appropriate bodies identified by the academic (plus others).
- Potential to include on the latest news section of the College / School website where appropriate.
- Inform UCD's News and Media team if appropriate.
- Send to Alumni for the newsletter to determine if it should be included.

**5. Engineering & Architecture College APAP Form**

If you agree to the provisions outlined in this APAP Communications Protocol and you received an award, prize, measure of esteem that you wish to inform the College of, please complete the [College APAP Form](#). Awards, prizes, and measures of esteem submitted on this Form will be acknowledged and reported on as outlined above.