

The President's Award For Public Engagement Partnerships

2024 Applicant Guide

About this Guide

This guide contains information to apply for the 2024 President's Award for Public Engagement Partnerships. For more information on this award, please see the [webpage](#).

About the President's Award for Public Engagement Partnerships

Memorial University's President's Award for Public Engagement Partnerships celebrates exemplary community-university partnerships that are in keeping with the goals of Memorial's [Public Engagement Framework](#) (PEF).

One award is offered annually for an outstanding collaborative partnership between one or more faculty members, staff and/or students, **in partnership with** an organization or group from outside of Memorial.

Award recipients will be presented with a certificate by the president of Memorial University during the annual President's Awards ceremony. The partnership will also receive a cash award of \$5000 to support ongoing activities of the partnership. The cash award will be administered by Memorial University through the Memorial nominee's department to enable continuation of the partnership and its activities.

The President's Award for Public Engagement Partnerships:

- recognizes a well-established community-university collaboration that has made significant positive impacts
- is awarded to a partnership that can serve as a model for exemplary public engagement
- demonstrates novel or boundary-pushing approaches to community-university partnership

Complete nomination assessment criteria to follow on Page 2.

Eligible Nominations

Nominations are accepted for well-established collaborative partnerships that demonstrate a commitment to the values, goals and objectives of Memorial's [Public Engagement Framework](#) and [Memorial's Mission](#).

Nominated partnerships must include members from both within and outside the university, including staff, faculty, and/or students, and members of the public.

The nominated partnership must be active in the current calendar year.

Nominated partnerships can be from any discipline, and from any geographic area of the province.

Nomination Process

Nominations are invited from members of the public and from the university community.

Nominators may apply for their own partnership (self-nomination), or another's partnership.

Applications are accepted via OPE's online platform, [Survey Apply](#). Receipt of your proposal will be confirmed by the system auto-responder e-mail. If you have difficulty, or have not received confirmation within two (2) business days of your submission, please contact us at engagement@mun.ca.

Assessment Criteria

Nominations will be assessed based on the following criteria:

- evidence of genuine engagement with community partners/collaborators (mutual contributions)
- demonstrated benefit to Memorial and to the public (mutual benefits)
- breadth and depth of the partnership and its impacts
- well-established partnerships that model high-quality public engagement
- demonstrated novel, or boundary-pushing approaches, to community-university partnership

Optional Letter of Support

Applicants may include an optional letter of support. The letter of support may be from any individual knowledgeable of, and who can attest to, the work of the partnership and its benefits. The letter of support should not be from one of the principal internal or external nominees.

Evaluation Process

1. Submitted applications are reviewed for completeness and eligibility by OPE staff.
2. Voting committee members individually review eligible applications (Individual Online Review).
3. The committee meets to review online results, discuss proposals & make a recommendation for the winning nomination.

The review committee is comprised of members from the Expert Working Group on Public Engagement and other representatives, including those that are both internal and external to Memorial.

Application and Award Schedule

Below is the anticipated timeline for the nomination and awards process.

Call for Nominations	Closing Date	*Notification to Award Recipients, Nominators and Applicants	President's Awards Ceremony
April 9, 2024	June 6, 2024	Fall, 2024	TBD

No new applications will be accepted after the nomination window has closed.

***Award recipients will be notified directly by the President's Office**, and award decisions will be posted on Memorial's website. The winning partnership is named on the President's Award certificate.

Terms of Award

Successful award recipients must agree to the following conditions:

- Acknowledge that the Office of Public Engagement (OPE) has the right to use all or portions of submitted materials on its website and/or through other communications channels.
- Use the funding provided for the purposes of ongoing work of the partnership according to university and fund guidelines.
- Funding allocation in the amount of \$5000 will be transferred directly to your department. Please speak with your department/unit for details regarding accounts and expense reimbursement.
- Acknowledge that a copy of this letter will be sent to your department/unit on receipt of a signed copy

For questions about this award, please contact:

Penny Cofield, Funds Coordinator
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