



2025 UTS Vice-Chancellor's Awards for Research Excellence.

How to submit a nomination form
Guide

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1. How to login and start a nomination

Log into [Elements](https://elements.uts.edu.au/) (<https://elements.uts.edu.au/>) via the UTS single sign-on.

Go to Menu > Assessment > My Assessments > Acknowledgement Requests and select the relevant award you wish to apply for.

The screenshot shows the UTS Elements system interface. At the top, there is a blue header with the UTS logo and a hamburger menu icon (highlighted with a red box). Below the header is a sidebar with navigation icons for Home, Profile, and Reports. The main content area is titled 'Homepage' and features a 'MY ACTIONS (6)' section with three items: 'Record evidence of the impact of your work', 'Continue your 2019 Professional Staff Workplan', and 'Continue your UTS Vice-Chancellor's Awards | Chancellor's Medal for Research Excellence'. Below this are three summary cards: 'Research outputs' (0 claimed), 'Sponsored projects' (4 claimed), and 'Service & leadership' (0). At the bottom, a modal window displays a navigation menu with 'Assessment' highlighted (red box). Under 'Assessment', 'My Assessments' is highlighted (red box), and 'Acknowledgement Requests' is also highlighted (red box). Other menu items include 'My Profile', 'Open Access', 'Annual Collection', 'Reporting', 'Category Admin', 'System Admin', 'My Reviews', 'Manage Assessments', and 'Configure Assessments'. A 'HELP' link is visible at the bottom right of the modal.

Select the 'Start acknowledgement request' button at the bottom right of the text.

UTS Vice-Chancellor's Awards | Supervisor of the Year Award **New**

Draft Nomination

will further enhance our international standing, delivering real benefit to our communities. The Vice-Chancellor's Research Excellence Awards recognise the efforts of our staff in these endeavours.

Supervisor of the Year Award [\$3,000]

Quality supervision is critical to the success of any research candidature, including timely completion of milestones and the development of appropriate academic and research integrity practices. This award recognises an outstanding research supervisor and the important role they play in supporting the research achievements and development of the talented Higher Degree Research candidates at UTS.

Award nominees must be nominated by a former student/s (a student who has submitted their thesis and is waiting on the outcome may submit a nomination). The performance of nominees should be described in relation to each of the criteria below. It is important that descriptions indicate how the nominees' activities demonstrate excellence in relation to the criteria.

One nomination per Supervisor only. Nominators should coordinate support for the application among their peers.

Please refer to the [Guidelines for Nomination](#) and if you have any questions, please contact researchaward@uts.edu.au

**Start
acknowledgement
request**

2. How to complete the selection criteria

2.1 Review the unique criteria for your award

Each award has unique selection criteria with varying weighting.

<u>Research Excellence (60%)</u>	View list
<u>Originality and significance of the research (30%)</u>	View list
<u>Contribution to the UTS culture of excellence (10%)</u>	View list
<u>Nomination Criteria Checklist</u> 📎 0 attachments added	View list ▼

Click on each criterion for guidance on what is required in your nomination. It is recommended you review the details for each criterion prior to commencing your nomination.

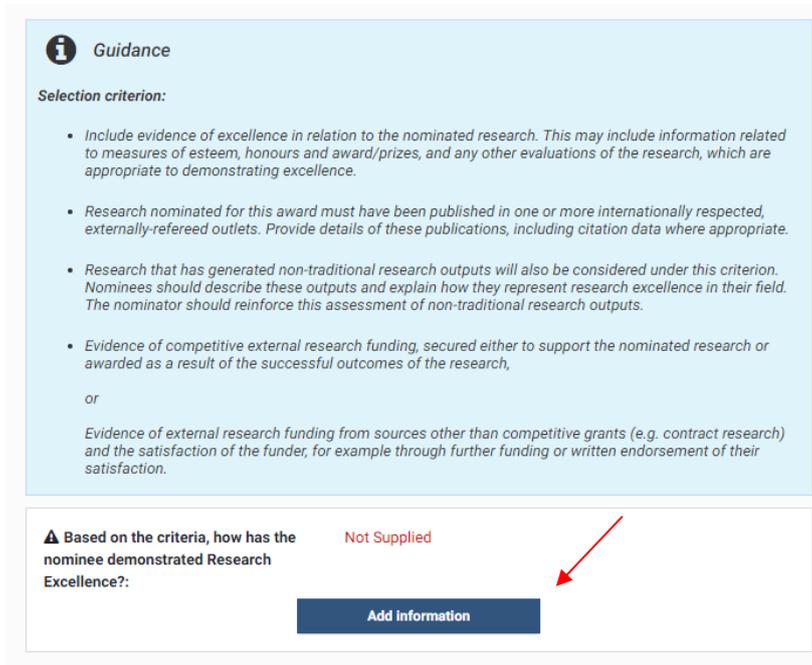
i Guidance

Selection criterion:

- *Include evidence of excellence in relation to the nominated research. This may include information related to measures of esteem, honours and award/prizes, and any other evaluations of the research, which are appropriate to demonstrating excellence.*
- *Research nominated for this award must have been published in one or more internationally respected, externally-refereed outlets. Provide details of these publications, including citation data where appropriate.*
- *Research that has generated non-traditional research outputs will also be considered under this criterion. Nominees should describe these outputs and explain how they represent research excellence in their field. The nominator should reinforce this assessment of non-traditional research outputs.*
- *Evidence of competitive external research funding, secured either to support the nominated research or awarded as a result of the successful outcomes of the research,*
or
Evidence of external research funding from sources other than competitive grants (e.g. contract research) and the satisfaction of the funder, for example through further funding or written endorsement of their satisfaction.

2.2 Enter your response for each criterion

Once you are ready to complete your nomination, select the 'Add information' button.



Guidance

Selection criterion:

- Include evidence of excellence in relation to the nominated research. This may include information related to measures of esteem, honours and award/prizes, and any other evaluations of the research, which are appropriate to demonstrating excellence.
- Research nominated for this award must have been published in one or more internationally respected, externally-refereed outlets. Provide details of these publications, including citation data where appropriate.
- Research that has generated non-traditional research outputs will also be considered under this criterion. Nominees should describe these outputs and explain how they represent research excellence in their field. The nominator should reinforce this assessment of non-traditional research outputs.
- Evidence of competitive external research funding, secured either to support the nominated research or awarded as a result of the successful outcomes of the research,

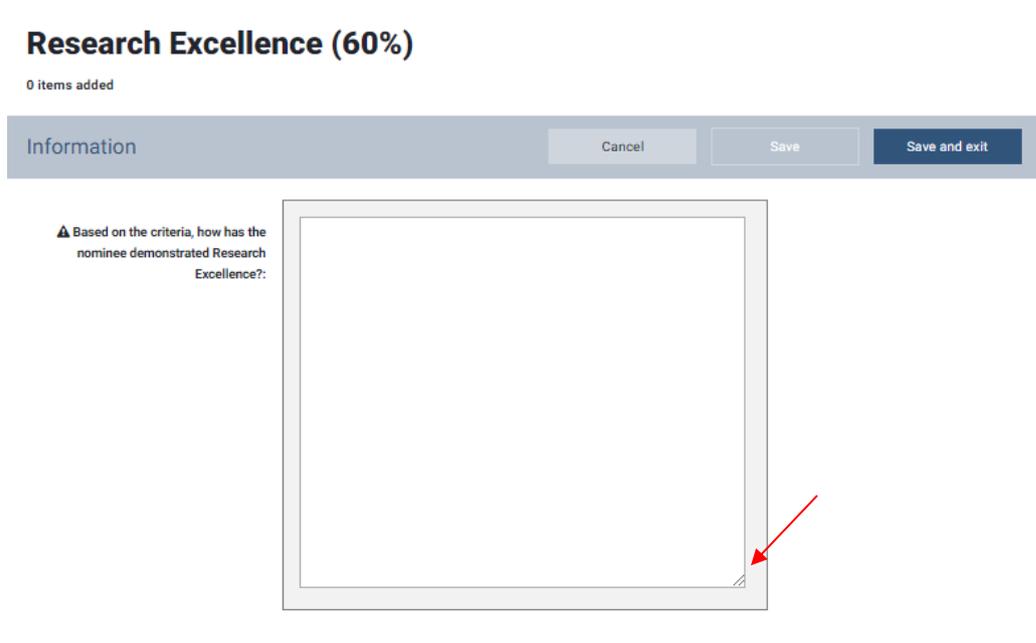
or

Evidence of external research funding from sources other than competitive grants (e.g. contract research) and the satisfaction of the funder, for example through further funding or written endorsement of their satisfaction.

▲ Based on the criteria, how has the nominee demonstrated Research Excellence?: Not Supplied

Add Information

Enter your response to the criterion into the text field. To make the text box bigger, you can drag the corner lines in the bottom right.



Research Excellence (60%)

0 items added

Information Cancel Save Save and exit

▲ Based on the criteria, how has the nominee demonstrated Research Excellence?:

[Text input field with a red arrow pointing to the bottom right corner for resizing]

Remember to save as you go! After 20 minutes of inactivity the system will time you out and will not save your work.

Once you have completed your nomination for the criterion, click 'Save and exit' at the top of the page.

Research Excellence (60%)
0 items added

Information Cancel Save Save and exit

⚠ Based on the criteria, how has the nominee demonstrated Research Excellence?:

The right-hand side bar will guide you to the next section of the form.

Guidance
Selection criterion:

- Describe the research and demonstrate how it has contributed to new knowledge and to advancing the boundaries of the disciplines.
- Demonstrate how the research is innovative.

⚠ Please describe the originality and significance of the research: Submission response. Edit

List Summary
(Originality and significance of the research (30%))

✓ Information added

✓ Originality and significance of the research (30%)

Where next?

Go to Research Excellence (30%)

Back up to UTS Vice-Chancellor's Awards | Early Career Research Excellence Award

Work your way through each of the criteria in the same way as above, until you get to the 'Nomination Criteria Checklist'.

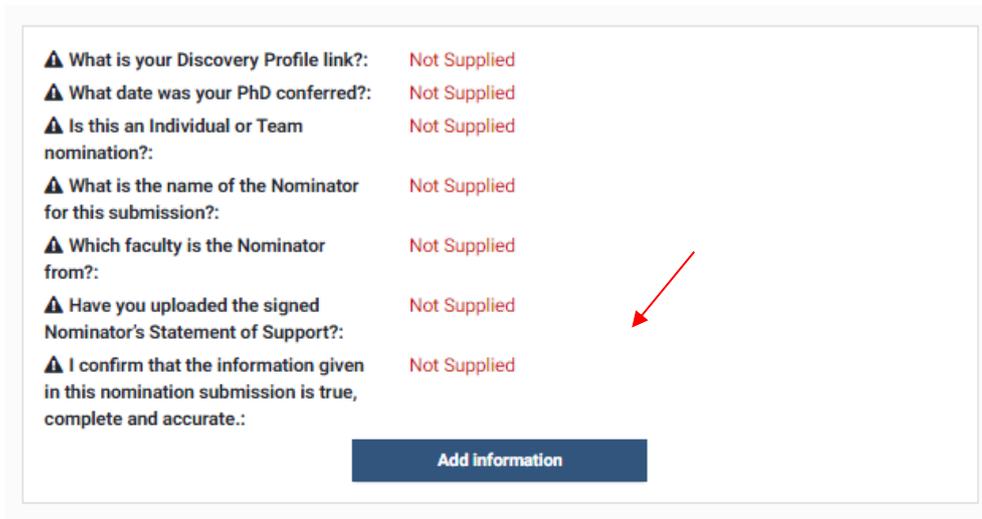
2.3 Complete the nomination criteria checklist

Each award will have a number of nomination criteria which you must complete in order to complete your submission.

To get started, click the 'Nomination Criteria Checklist'



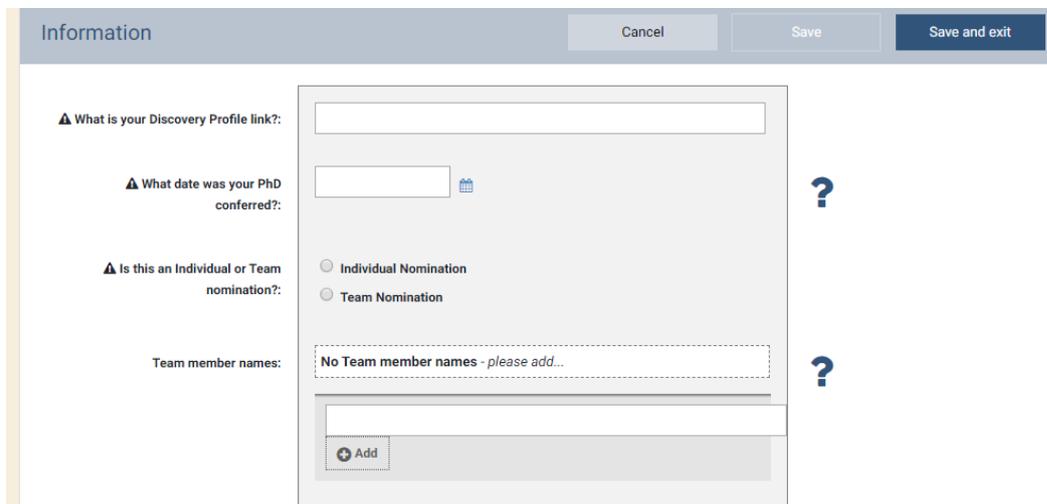
Click the blue 'Add information' button to answer the questions/checklist.



⚠ What is your Discovery Profile link?:	Not Supplied
⚠ What date was your PhD conferred?:	Not Supplied
⚠ Is this an Individual or Team nomination?:	Not Supplied
⚠ What is the name of the Nominator for this submission?:	Not Supplied
⚠ Which faculty is the Nominator from?:	Not Supplied
⚠ Have you uploaded the signed Nominator's Statement of Support?:	Not Supplied
⚠ I confirm that the information given in this nomination submission is true, complete and accurate.:	Not Supplied

Add information

Write the information in the corresponding field (remembering to save as you go using the 'Save' button). Each award form has slightly different questions, so if your form doesn't have the same questions as the screenshot below – do not worry!



Information Cancel Save Save and exit

⚠ What is your Discovery Profile link?:

⚠ What date was your PhD conferred?:  ?

⚠ Is this an Individual or Team nomination?:
 Individual Nomination
 Team Nomination

Team member names: ?

Most information is self-explanatory, but there are two text boxes below to assist if needed.

The screenshot shows a form titled 'Information' with a header bar containing 'Cancel', 'Save', and 'Save and exit' buttons. The form contains several sections:

- What is your Discovery Profile link?:** A text input field with a red arrow pointing to it from a callout box.
- What date was your PhD conferred?:** A date picker field.
- Is this an Individual or Team nomination?:** Radio buttons for 'Individual Nomination' and 'Team Nomination'.
- Team member names:** A dashed box containing 'No Team member names - please add...' and an 'Add' button. A red arrow points to the 'Add' button from a callout box.
- Team member Discovery profile links:** A dashed box containing 'No Team member Discovery profile links - please add...' and an 'Add' button. A blue question mark is next to it.
- What is the name of the Nominator for this submission?:** A text input field.
- Which faculty is the Nominator from?:** A dropdown menu with '[Select an option]'.
- If 'Other' is selected above, please indicate the relevant faculty or area of UTS in this field.:** A text input field.
- Have you uploaded the signed Nominator's Statement of Support?:** Radio buttons for 'True' and 'False'.
- I confirm that the information given in this nomination submission is true, complete and accurate.:** Radio buttons for 'True' and 'False'.

Two callout boxes provide additional instructions:

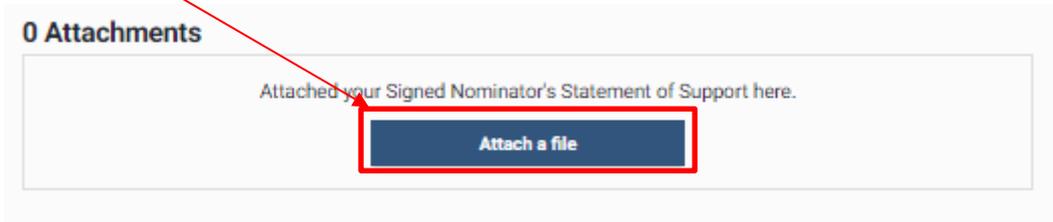
- The first callout box (top right) says: "Go to <https://discover-research.uts.edu.au/> to find your Discovery Profile link – if you don't have an active profile go to **Discovery Profile** guide addressing this."
- The second callout box (middle right) says: "If relevant, add each team members' names and press the '+ Add' button to get a new line."

Once you've filled in all the relevant questions, press 'Save and exit' at the top of the page.

This screenshot shows the same 'Information' form, but with the 'Save and exit' button in the top right corner highlighted with a red rectangle. A blue question mark is visible next to the 'Team member Discovery profile links' section.

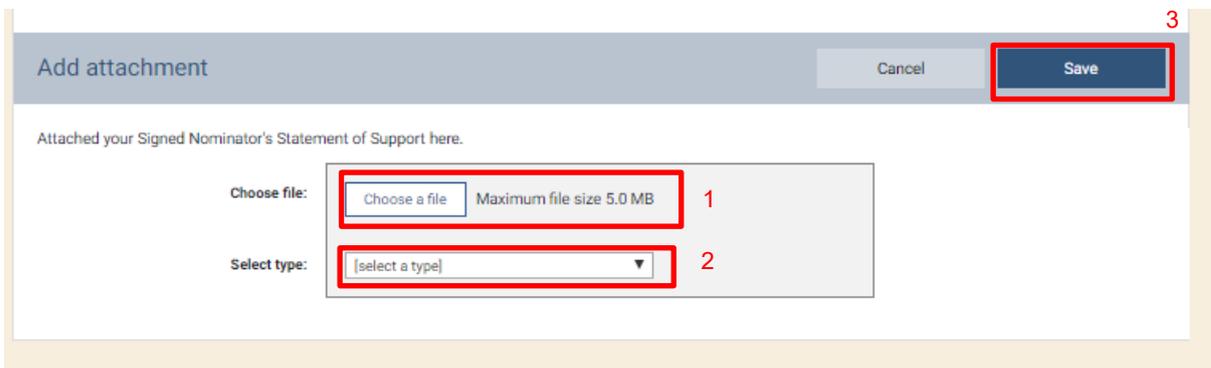
2.4 Attach Nominator's Statement of Support

To add a Nominator's Statement of Support (or any other document attachment needed for the nomination), select 'Attach a file'.

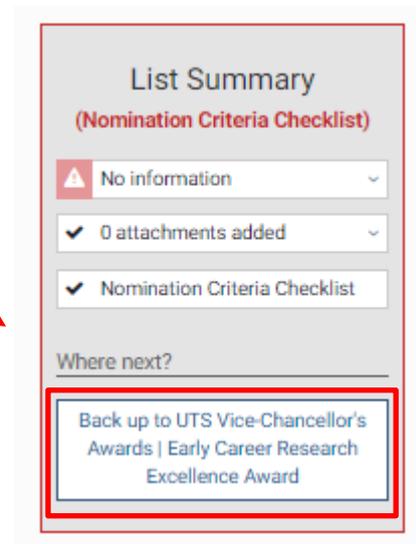


Press 'Choose a file' and a window will appear to open a file from your computer documents. Select relevant file and it will be uploaded.

From the dropdown 'Select type', select the type of document you are uploading, then press 'Save'.



To navigate back to the overview, select the button on the right-hand side.



2.5 Complete your nomination

Once you're finished, press the 'Move to 'Submission'' button.

Note: Once this is complete, you will not be able to make any changes



The UTS Vice-Chancellor's Awards for Research Excellence were established in 2010 to recognise the outstanding contribution UTS staff make towards helping shape the world we live in. Through its [2027 Strategy](#), UTS is committed to growing its reputation as a leading public university of technology, with research excellence and innovation as core tenants of its activities.

Through our education, research and engagement we will further enhance our international standing, delivering real benefit to our communities. The Vice-Chancellor's Research Excellence Awards recognise the efforts of our staff in these endeavours.

The Early Career Research Excellence Award [\$3000] is for an outstanding piece of research conducted by an individual early career researcher (ECR) or a team of ECRs. Nominees are eligible for this award if it is five years or less since the date of their PhD conferral (as at the closing date for nominations). The research entered for consideration should demonstrate research excellence relative to the length of career (and to opportunities).

Nominees must include information about the research underpinning the nomination and provide evidence of the breadth of its contribution to the research field. Evidence of the nominee's potential contribution to becoming a research leader will also be assessed. Consideration will be given to an eligibility exemption in the case of verifiable career disruptions. Eligible career disruptions are in line with those endorsed by the [Australian Research Council](#).

Please refer to the [Guidelines for Nomination](#) and if you have any questions, please contact researchaward@uts.edu.au

 **Guidance**
Nominees are responsible for coordinating and submitting their nomination.

Summary

[\(view details\)](#)

- Originality and significance of the research (30%)
- Research Excellence (30%)
- Future research leader (30%)
- Contribution to the UTS culture of excellence (10%)
- Nomination Criteria Checklist

What next?

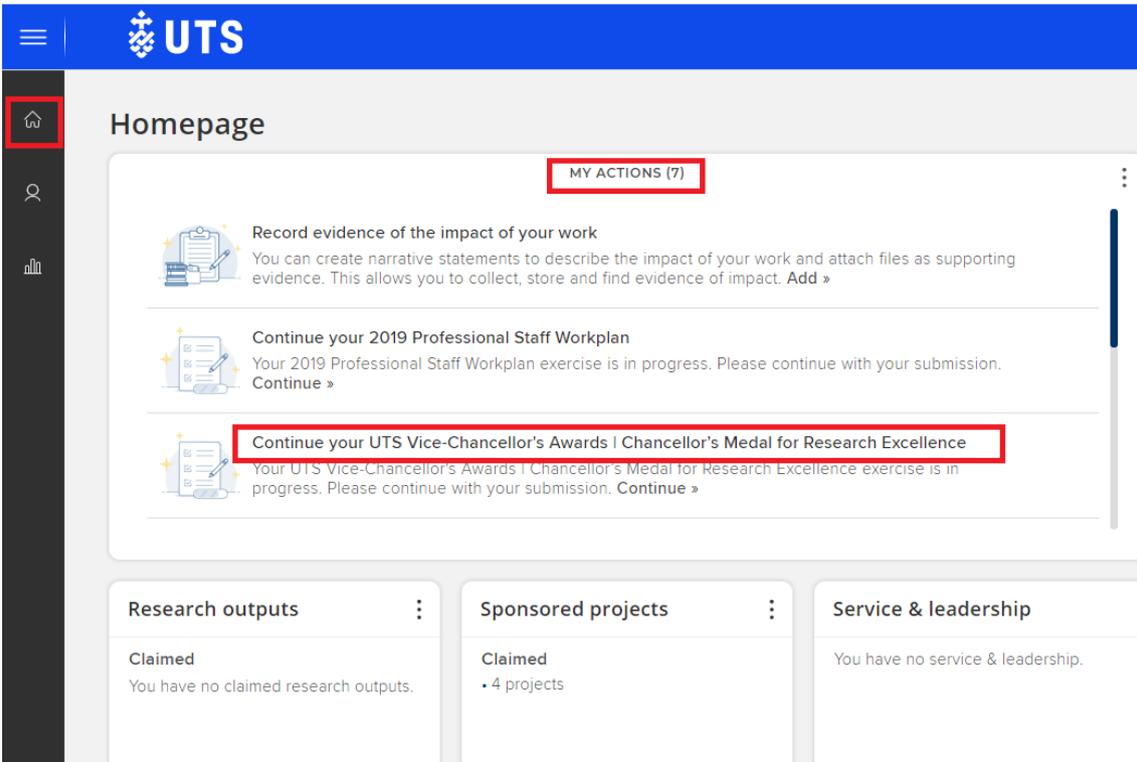
[Export to Word or PDF](#)

[Move to 'Submission'](#)

3. FAQs

3.1 How to access my form after I started editing it?

Log into [Elements](#) and review “My Actions” option where you can select the relevant form. If you remembered to save as you go, all your response progress will be available.



The screenshot shows the UTS Elements homepage. The top navigation bar is blue with the UTS logo. A dark sidebar on the left contains icons for home, profile, and a bar chart. The main content area is titled 'Homepage' and features a 'MY ACTIONS (7)' section. This section lists three tasks:

- Record evidence of the impact of your work**: You can create narrative statements to describe the impact of your work and attach files as supporting evidence. This allows you to collect, store and find evidence of impact. **Add »**
- Continue your 2019 Professional Staff Workplan**: Your 2019 Professional Staff Workplan exercise is in progress. Please continue with your submission. **Continue »**
- Continue your UTS Vice-Chancellor's Awards | Chancellor's Medal for Research Excellence**: Your UTS Vice-Chancellor's Awards | Chancellor's Medal for Research Excellence exercise is in progress. Please continue with your submission. **Continue »**

Below the 'MY ACTIONS' section are three summary cards:

- Research outputs**: Claimed. You have no claimed research outputs.
- Sponsored projects**: Claimed. 4 projects.
- Service & leadership**: You have no service & leadership.

3.2 What to do if I cannot log in?

Symplectic uses your email address and password to log in. If you are having issues, please log a ticket via [ServiceConnect](#).