Nomination for the Chancellor’s Award 2025

***Please note:*** *The nominee has the right to request this nomination form under data protection rules. Non-identifiable sections of this form could also be released to the public in response to a freedom of information request. Further guidance available at:* <https://www.ed.ac.uk/information-compliance>

# Award categories

* Chancellor’s Award for Outstanding Contribution
* Chancellor’s Award for Research
* Chancellor’s Award for Teaching
* Rising Star Award

# For Action

1. Read the criteria for information on what to include in your nomination: <https://principals-office.ed.ac.uk/the-chancellors-awards/nominations-process-and-guidance/criteria-and-guidance>
2. Complete *all* sections on page 2.
3. Once completed, email this form to your Head of School or Directorate / Departmental Lead by **5pm Friday 23 May 2025** - **along with the** **nominee’s short curriculum vitae if for the Research, Teaching or Rising Star categories** (limited to two pages).

What happens next:

* + Ranked nomination from Heads of School / Directorate/Departmental Leads to be received by their respective Heads of College / Professional Services Group by Friday 30 May 2025.
  + Final ranked nominations from Heads of College/Professional Services Group to be received by Nicola Helliwell by Friday 20 June 2025 by email to [Nicola.Helliwell@ed.ac.uk](mailto:Nicola.Helliwell@ed.ac.uk?subject=Chancellor's%20Awards%202025) - please use “Chancellor’s Awards 2025” in the subject header.

# Selection Process

* Nominations are submitted to the relevant Head of School or Professional Services Directorate/Departmental Lead who will decide who to recommend to their respective Head of College or Professional Services Group.
* Heads of Colleges are asked to group nominations according to the award sought and should rank nominations in order of preference – indicating clearly the top two choices for each Award. Professional Services Group Heads may submit a maximum of two nominations in rank order. Ranked nominations can be sent to the Principal, via Nicola Helliwell, who will choose the winner and recommend them to the Chancellor.
* Winners will be publicly announced at the Chancellor’s Dinner, usually held in the Autumn or winter.

**If you have any questions** please contact Nicola Helliwell by email: [Nicola.Helliwell@ed.ac.uk](mailto:Nicola.Helliwell@ed.ac.uk?subject=Chancellor's%20Awards%202025).

**Chancellor’s Award 2025 Nomination Form**

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| --- |
| **Nominee’s details** |
| **Title, Prename & Surname:** |  |
| **Staff - position currently held:**  **Students - Matric Number or degree:** |  |
| **School/Department/Centre/Institute:** |  |
| **Correspondence Address**  **(work address is fine):** |  |
| **email address:** |  |

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| **Nominator’s details** |
| **Title, Prename & Surname:** |  |
| **email address:** |  |

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| --- | --- |
| By submitting this nomination form, you declare that the information you have provided is – to the best of your knowledge – accurate and complete. Providing information which is inaccurate or incomplete may lead to your nominee being removed from consideration for an award or withdrawal of an award already made.  ***Please confirm agreement by marking the box on the right with an X*** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Principal grounds upon which the recommendation is based: *[please mark with an X]*** | | | | | | | |
| For Outstanding Contribution |  | For Research |  | For Teaching |  | Rising Star |  |

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| --- |
| **In no more than 100 words, please summarise the key points of your nomination below**: |
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| **Please set out below, in *no more* than 1,500 words (approx. two sides of A4 max, your nomination reasons:** |
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