



ARC TOOLKIT

Paediatrics Awards and
Recognition Committee





ABOUT ARC

The Department of Paediatrics Awards and Recognition Committee (ARC) aims to elevate the local, national and international profile of the Department of Paediatrics at the Temerty Faculty of Medicine. By strategically promoting our talented faculty, ARC seeks to enhance our faculty's academic standing and career development both at the University of Toronto and on the global stage.

Please see [J Peds article](#) and the ARC model in the paper for more details on ARC's strategy for Faculty awards.

ARC TOOLKIT BACKGROUND

The ARC Toolkit has been developed to support faculty in the Department of Paediatrics, University of Toronto, in achieving recognition through awards for excellence in clinical care, education, research, and leadership. Awards serve as significant milestones, acknowledging faculty contributions that enhance the field of paediatrics and the academic environment. **This document offers a structured and strategic approach to identifying, planning for, and securing awards.** By promoting intentional preparation and fostering a culture of recognition, the toolkit aims to empower faculty members to showcase their achievements and further their impact in academia.

ARC's website can be found at <https://paeds.utoronto.ca/awards-and-recognition-committee-arc> and our email address is arc.paediatrics@sickkids.ca if you have any questions.

FROM EFFORT TO EXCELLENCE: UNDERSTANDING AWARDS AND YOUR ROLE IN ACHIEVING THEM

The Importance of Awards and Your Role in Academic Recognition

Awards play a vital role in advancing your academic career, serving as external validation of your hard work and accomplishments. They boost confidence, motivation, and affirm your achievements within the academic community. Nominations can even be listed on your CV and contribute to university promotions or performance evaluations. Beyond recognition, the process of preparing for awards encourages personal and professional growth. Articulating your career focus and contributions—your ‘elevator pitch’ or ‘career narrative’—is invaluable not only for awards, but also for job applications and university promotions. Awards also foster networking and collaboration, connecting you with other accomplished individuals and opening doors to partnerships, joint projects, speaking invitations, and leadership opportunities.



Nicola Jones receiving the NASPGHAN 2023 Shwachman Award

Some awards provide financial support for scholarly work, conferences, or collaborations, expanding your professional opportunities. Receiving awards enhances the reputation of your department and university, attracting prospective students, faculty, and funding. Ultimately, awards promote continuous improvement, a culture of excellence, and elevate the academic environment.

Achieving recognition through awards requires a deliberate and strategic approach. Proactively plan and apply for awards rather than waiting for nominations. Encourage and support colleagues to apply for awards. Focus on awards that align with your career aspirations to ensure recognition in areas that matter most to you. Target specific awards to build a professional profile that reflects your expertise and values within your subspecialty.



Prakesh Shah receiving the 2023 PCC Clinician Investigator Award

Identify available awards—local to international—and understand their requirements. Seek nominations from trusted colleagues and utilize resources such as your division head or mentor as allies in the application process. Maintain a living document of your achievements for efficient applications, and balance award pursuits with your comfort and time availability, considering personal values and commitments.

By combining intentional preparation with strategic planning, you can showcase your and your colleagues’ achievements, further impact in academia, and contribute to a culture of recognition and excellence.

WHERE DO I START TO FIND AWARDS?

We distribute a quarterly bulletin from the Paediatrics Awards and Recognition Committee (ARC) to all faculty members, aiming to spotlight significant awards that may interest you. Besides our circulated awards list, the Temerty Faculty of Medicine also provides a variety of awards on their website:

<https://rhse.temertymedicine.utoronto.ca/temerty-faculty-medicine-awards-dossier>

Additionally, you might want to explore the awards offered by any professional societies you belong to.

AWARDS DOSSIER

A focused document showcasing your achievements for award nominations. Use the Temerty Faculty of Medicine's template—adaptable for research, education, clinical, or leadership awards.

See appendix for full details and the template.

HOW DO I PLAN FOR A SPECIFIC AWARD APPLICATION?

Planning for a Specific Award: Structured Steps

- Start Early: Allow enough time to gather materials and meet deadlines.
- Learn from Previous Awardees: Connect with past recipients for insights and tips.
- Review Award Criteria: Make sure you meet all requirements and tailor your application to highlight relevant accomplishments. Emphasize leadership roles or contributions to professional societies.
- Condense Your CV: Work with admin staff to create a CV that is tailored to the award and showcases relevant accomplishments.
- Engage Allies Early: Let trusted colleagues, mentors, or leaders know what awards might be a good fit. Offer to draft or outline key talking points for letters of support.
- Get Feedback: Ask someone to review your dossier for errors and suggestions.
- Be Persistent: Remember that resubmission is the rule, don't get discouraged.

Awards often build on each other—winning smaller awards can help you qualify for larger ones. Proactive planning and applying increases your chances of success throughout your career.

CONCLUSION

Pursuing faculty awards is a meaningful way to recognize and celebrate contributions of colleagues and your contributions and enhance academic careers. By being deliberate in your approach—identifying opportunities, aligning them with your goals, and preparing strategically—you can position yourself and your colleagues for success. We encourage you to use this toolkit as a guide to navigate the process with confidence, and we are here to support you in showcasing your work and elevating the impact of pediatric care, education, research, and leadership.

ARC's website can be found at
<https://paeds.utoronto.ca/awards-and-recognition-committee-arc> and our email address is
arc.paediatrics@sickkids.ca if you have any questions.

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APPENDIX

ELEMENTS OF AN AWARDS DOSSIER

The general structure of an awards dossier is as follows:

1

Applicant Details:

- Name
- Email
- Position
- Department of Primary Affiliation
- Award stream (Research, Education, Clinical)
- Start date of your first faculty position (include the date and the number of years since your initial appointment; optionally, mention any formal leaves such as parental or caregiver leave, specifying the total duration in months).

2

Potential Referees:

Provide three references who can attest to your research, educational, or clinical excellence and innovation. For each reference, include a brief sentence describing the nature and extent of your relationship.

- At least one reference should be independent and free from any conflict of interest regarding your application. A conflict of interest includes any shared private, professional, business, or public interests with you.
- Up to two references may be previous collaborators.

3

Concise Research/Education/Clinical Statement:

Provide a brief statement (one to two sentences) summarizing the impact of your research, educational, or clinical work.

- Suggested structure: “For[discovery/clinical/education/contribution/] that has [impact].”
- Key words: For discovering; defining; developing; introducing... that has led to; enabled; defined; transformed

4

Summary of Research/Education/Clinical Excellence:

Write a summary (up to 250 words) detailing your research/education/clinical excellence and impact.

- Start with a direct description of your achievements; include metrics such as major publications or awards at the end of the summary.

5

Detailed Narrative of Research/Education/Clinical Excellence:

Provide a detailed narrative of your research/education/clinical achievements and impact (maximum 3 pages).

- Craft a compelling overview of your work and the key contributions for which you could be nominated.
- Clearly highlight the original, innovative, and significant aspects of your work.
- Describe the national and/or international impact of your work, along with your reputation and expertise.

- Suggested structure: Begin with a 1- to 2-paragraph introduction outlining the central questions or problems or focus your work addresses. Organize the rest of the overview with headings to allow for more detailed discussion. Place metrics and other indicators of recognition towards the end.

6

Annotated List of Top Publications, Scholarly and/or Creative Professional Activity Outputs:
List your top 5 publications or scholarly and/or creative professional activity outputs in order of their significance and impact. Only include works that are completed and published or presented; works in progress or under review will not be considered.

- Scholarly outputs could include (but are not limited to):
 - scholarly books or chapters,
 - invitations to give influential or named lectureships,
 - patents,
 - commercialized products or technologies,
 - software, tools, or programs,
 - contributions to public policies and procedures.
- Creative Professional Activities
 - Professional innovation and Creative Excellence
 - Development and introduction of an invention or new technique or an education program. May also include contributions to the development of professional practice such as guideline development, health policy, consensus conference statement, setting of standards
 - Creative excellence such as biomedical arts, communication media, video presentations
 - Contributions to Development of Professional Practices
 - Leadership in the profession, professional organizations, government or regulatory agencies that has influenced standards and/or enhanced the effectiveness of the discipline.
 - Exemplary Professional Practice
 - Your practice is recognized as exemplary by peers and has been emulated or otherwise had an impact on practice.
- Provide annotations for each of your top publications, scholarly outputs, or CPA. Each annotation should be concise, limited to 2-3 sentences or points.
- Ensure annotations complement your summary (component 4) and detailed narrative (component 5) by offering additional details on specific contributions and their significance or impact.
- Annotations may include statements of quality or impact, but ensure these are supported by evidence, such as citation counts, related awards, number of downloads, etc.

7

Well-Formatted CV

Attach a current copy of your CV, tailored to highlight your research, educational, and clinical excellence and achievements (maximum 30 pages). Ensure you review the entire CV for any formatting inconsistencies.

Although an awards dossier takes some upfront time to develop and update, it hopefully will save time when it comes to preparing for a specific award application. The crafting of your career narrative and impact will also come in handy for other applications. Please visit their webpage for further information:



<https://rhse.temertymedicine.utoronto.ca/temerty-faculty-medicine-awards-dossier>