

**Research Excellence Awards Nomination
Guidelines 2026**

Contents

Purpose of the Research Excellence Awards.....	3
Objectives	3
Awards	3
Eligibility	3
Nominations	3
Submission.....	3
Categories and Criteria for Awards	4
How selections are made	5
Timelines	5
Annexure A: Official Nomination Form.....	6
Annexure B: Conflict of Interest Declaration Form	13
Declaration of Conflict of Interest.....	13

Purpose of the Research Excellence Awards

The purpose of these Awards is to promote and raise awareness of the critical role that research, and Innovation play in the socio-economic prosperity of Namibia, by appreciating the contributions of researchers. At the same time, the guiding principles will be Fairness, Equity, Gender sensitivity, Quality and Sustainability.

Objectives

The objectives of the Awards are to:

- Stimulate interest in Research and Innovation.
- Recognise role models who have contributed to success in research and innovation advancement.

Awards

The awardees will receive:

- framed certificate.
- trophy.
- prize money.

Eligibility

To be eligible for an award, candidates must meet the following criteria.

- Nominees must be citizens, permanent residents or in possession of a valid work permit of the Republic of Namibia.
- Nominees must be affiliated to NCRST registered research institute
- Posthumous nominations, in exceptional cases, are accepted
- An organisation that has made significant contribution to research.

Nominations

- Applicants can nominate themselves or be nominated.
- Nominees must provide contact details of two referees (this should include at least one endorsement from the nominee's professional organisation and/or institution).
- For an organisation or unit, the endorsement should be from the Head of the Institution or designated Executive, e.g. DVC/PVC responsible for research.
- Employees of NCRST, Commissioners, Council members and Ministry of Education, Innovation, Youth, Sports and Culture (MEIYSAC) are not eligible for nomination.

Submission

- Nominations must be submitted in accordance with these guidelines.

- The nomination form (annexed B) must be completed.
- The following evidence must be provided.
 - Supporting documents accompanying the nominations include the following: Curriculum Vitae (CV)
 - **Letter of motivation**
 - **2 letters of recommendation**
 - Links for Scopus, Google Scholar, Web of Science, etc and/or discipline-specific repositories.
 - A declaration of conflict of interest must be completed and submitted
- The nomination form should be signed by the nominee, the nominator and two referees who have to endorse the statements of the nominee.
- Before the nomination is submitted, the checklist provided should be completed and signed.
- The nomination pack must be submitted via e-mail: Awards@ncrst.na

Conditions of Awards

The NCRST expects that all Awardees will, from time to time, assist in publicly promoting research, science, technology and innovation as essential contributors to Namibia's economic, social and environmental well-being.

For this reason, Awardees should be prepared to:

- Undertake a small number of local public engagements in the year following their Award.
- The NCRST may also invite Award recipients to participate in public events, for example, the Science Festival or at any other RSTI promotion events
- .

Categories and Criteria for Awards

The categories and criteria are:

- 7.2.1 **Lifetime Achievement in Research Award:** *A person with a long-standing career of exceptional contribution to Namibia's research ecosystem.*
- 7.2.2 **Senior Researcher of the Year Award (Male and Female):** *An individual with outstanding, high-impact research contributing to national development.*
- 7.2.3 **Mid-career Researcher of the Year Award (Male and Female):** *An individual with outstanding, high-impact research contributing to national development.*
- 7.2.4 **Early Career Researcher Award (Male and Female):** *Early-career researchers showing strong potential and innovative contributions.*
- 7.2.5 **Best Student Researcher Award (Master's or PhD, Male and Female):** *Rewards exceptional student-led research aligned with Namibia's priority needs.*

- 7.2.6 **Innovation and Technology Development Award:** Celebrates new inventions, prototypes and technological solutions developed in Namibia. This award celebrates the translation of ideas into practical innovations.
- 7.2.7 **Community Impact Research Award:** Acknowledges research that directly improves communities, mainly rural or marginalised areas.
- 7.2.8 **Research for Policy Influence Award:** Research that has meaningfully shaped government policy, regulation or planning.
- 7.2.9 **Collaborative Research Excellence Award:** Joint projects across institutions, disciplines, or international partnerships.
- 7.2.10 **Science Communication & Public Engagement Award:** Celebrates journalists or media houses that effectively communicate science to the public. This award recognises excellence in science journalism and public engagement.
- 7.2.11 **Emerging Research Institution of the Year Award:** Recognises emerging institutions with outstanding research outputs, impact, and innovation activity.
- 7.2.12 **Private Sector R&D Award:** Acknowledges businesses that invest in and develop new technologies or research-based solutions.

How selections are made

- A scoring chart for the selection committee and the final scoring card will be provided .
- Independent peer review, integrity checks, institutional verification and executive sign-off mirroring our published roadmap and timelines.

Timelines

Call for Nominations are Open until 16 February 2026.

Annexure A: Official Nomination Form



NATIONAL RESEARCH EXCELLENCE AWARDS

OFFICIAL NOMINATION FORM (ANNEX B)

Contextualised for the Namibian academic and research ecosystem

This form must be completed in full and submitted together with the required supporting documents. Read it together with the Research Excellence Awards Nomination Guidelines. Provide evidence that is verifiable and relevant to Namibia's national research and innovation system, including contributions to national development priorities, capacity development, integrity, and public value.

SECTION A: GENERAL INFORMATION

Award year	2026
Category selected (tick one in Section B1)	
Assessment period for evidence (start date)	
Assessment period for evidence (end date)	

SECTION B1: AWARD CATEGORY

Tick one category only. For institutional and private sector categories, complete the institution or organisation fields where relevant.

- ☐ Lifetime Achievement in Research Award
- ☐ Senior Researcher of the Year Award
- ☐ Mid-career Researcher of the Year Award
- ☐ Early Career Researcher Award
- ☐ Best Student Researcher Award (Master's or PhD)
- ☐ Innovation and Technology Development Award
- ☐ Community Impact Research Award
- ☐ Research for Policy Influence Award
- ☐ Collaborative Research Excellence Award
- ☐ Science Communication & Public Engagement Award
- ☐ Emerging Research Institution of the Year Award

☐ Private Sector Research and Development Innovation Award

SECTION B2: NOMINEE DETAILS

Complete this section for an individual nominee. For an institutional nominee, complete Section B3.

Full name (as per national ID or passport)	_____
ORCID iD profile link	_____
Google Scholar profile link	_____
Scopus Author Profile link or Author ID	_____
Web of Science Researcher Profile link or ResearcherID	_____
ResearchGate profile link	_____
National ID or passport number	_____
Citizenship or residency status (tick)	<input type="checkbox"/> Namibian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Valid work permit
Primary affiliation (institution and department or unit)	_____
Secondary affiliation (if any)	_____
Designation or academic rank	_____
Highest qualification and awarding institution	_____
Field or discipline (broad area)	_____
Years in active research (excluding coursework)	_____
Employment or student number (if applicable)	_____
Postal address	_____
Telephone	_____
Email	_____

SECTION B3: INSTITUTION OR ORGANISATION DETAILS (IF APPLICABLE)

Complete this section for institutional nominees and private sector nominees.

Institution or organisation name	_____
Institution type (public university, private university, research institute,	_____

government entity, NGO, private company, other)	
Registration number (if applicable)	_____
Physical location (town and region)	_____
Website	_____
Primary contact person (name and role)	_____
Primary contact email and telephone	_____

SECTION C: NOMINATOR DETAILS

Name of nominator	_____
Organisation or institution	_____
Designation	_____
Relationship to nominee	_____
Email	_____
Telephone	_____
Type of nomination (tick one)	<input type="checkbox"/> Self-nomination <input type="checkbox"/> Institutional nomination <input type="checkbox"/> Third-party nomination

SECTION D: ELIGIBILITY, INTEGRITY, AND CONFLICT OF INTEREST DECLARATION

Tick each statement to confirm. If any statement cannot be confirmed, explain the attachment.

- ☐ The nominee is eligible under the citizenship, residency, or work permit requirements.
- ☐ The nominee is not a member of the screening, selection, moderation, or approval committees for these awards.
- ☐ The nomination relates to achievements within the stated assessment period, unless the category is lifetime achievement.
- ☐ The nominee has not received the same award category within the last three years.
- ☐ All information provided is accurate, complete, and can be verified by the nominating institution or relevant bodies.
- ☐ Any potential conflicts of interest have been declared below.
- ☐ If human participants, animals, or sensitive data are involved, the nominee has obtained relevant ethics clearance and permits where required.

Posthumous nomination:

- ☐ No ☐ Yes (attach next of kin or authorised representative details and consent where applicable)

Declared conflicts of interest (if any):

SECTION E: NATIONAL ALIGNMENT AND VALUE TO NAMIBIA

Explain how the nominee's work strengthens Namibia's knowledge base, innovation capacity, and public value. Where relevant, refer to national frameworks and priority needs.

E1. Alignment to national frameworks (tick all that apply):

- ☐ Vision 2030
- ☐ National Science, Technology and Innovation Policy 2020 to 2030
- ☐ National Development Plan 6
- ☐ Sustainable Development Goals
- ☐ African Union STISA 2034
- ☐ Other (specify)

E2. Namibia's priority needs addressed (briefly describe, include region or sector where relevant):

E3. Key Namibian stakeholders engaged (ministries, communities, industry, civil society, professional bodies, or others):

E4. Evidence of knowledge transfer in Namibia (examples: policy briefs, advisory roles, training, adoption, commercialisation, curriculum improvement, or community uptake):

SECTION F: EVIDENCE AGAINST COMMON CRITERIA

Provide concise evidence for each criterion. Where possible, include quantitative indicators and explicit references to attachments, links, or portfolio items.

Criterion	Guidance	Evidence provided (include attachment references)
Research quality	Originality, rigour, methods, quality of outputs	<hr/>

Research impact	Uptake, benefit, measurable change	
Innovation and technology	New methods or tools, prototypes, patents	
Human capital development	Supervision, mentorship, training	
Collaboration	Partnerships that benefit Namibia	
Engagement and outreach	Public engagement and communication	
Equity and inclusion	Gender sensitivity, inclusion, and youth	
Research integrity and governance	Ethics, data practices, transparency	

SECTION G: CATEGORY-SPECIFIC ACHIEVEMENTS AND METRICS

Summarise the nominee's achievements. Use the assessment period stated in Section A, unless the category is lifetime achievement.

Item	Quantity or value	Assessment period	Where evidenced (attachment or link)
Peer-reviewed journal articles			
Books and book chapters			
Conference papers or presentations			
Technical reports, policy briefs, or guidelines			
Datasets, software, or other research outputs			
Research grants and funded projects (role and total value)			
Innovations, prototypes, patents, or commercialisation			
Postgraduate supervision completed (Master's, PhD)			
Mentorship and capacity development activities			
Awards, honours, fellowships, or recognition			

List key outputs, projects, or innovations that best demonstrate excellence (up to 10 items).

SECTION H: STATEMENT OF MOTIVATION (MAX 2 PAGES)

Provide a focused motivation explaining why the nominee deserves this award. The motivation should align with the award objectives and Namibia's development needs.

SECTION I: REFEREES

Provide contact details for two referees. Referees must not be related to the nominee. At least one referee must represent the nominee's institution or professional body.

Referee 1	
Name	
Organisation or professional body	
Designation	
Email	
Telephone	

Relationship to nominee	_____
Referee 2	
Name	_____
Organisation or professional body	_____
Designation	_____
Email	_____
Telephone	_____
Relationship to nominee	_____

SECTION J: SUPPORTING DOCUMENTS CHECKLIST (TICK ALL ATTACHED)

- ☐ Completed nomination form
- ☐ Narrative Curriculum vitae for nominee (or institutional profile for institutional nominee)
- ☐ Statement of motivation
- ☐ Two letters of recommendation
- ☐ Publications or evidence portfolio
- ☐ Proof of ethics clearance or permits (where applicable)
- ☐ Institutional endorsement (mandatory for self-nomination)
- ☐ Optional booklet or manuscript

SECTION K: CONDITIONS OF ENTRY AND SIGNATURES

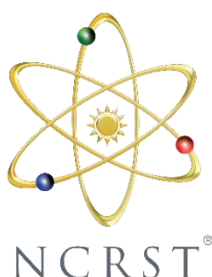
I confirm that the information provided is accurate and complete. I understand that awardees may be requested to support public engagement and science promotion activities in Namibia, as reasonably required.

Name	Signature	Date
Nominee	_____	_____
Nominator	_____	_____
Referee 1	_____	_____
Referee 2	_____	_____

SECTION L: FOR OFFICIAL USE ONLY

Eligibility check (eligible or not eligible)	_____
Category	_____
Moderation completed (yes or no)	_____
Final score	_____
Committee remarks	_____

Annexure B: Conflict of Interest Declaration Form



RESEARCH EXCELLENCE AWARDS DECLARATION OF CONFLICT OF INTEREST

As part of the governance and ethical requirements of the Research Excellence Awards, nominees and applicants must declare any conflicts of interest when applying or nominating someone. This declaration supports transparency, fairness and integrity in the evaluation and selection process.

In this context, you are required to complete this Declaration of Conflict of Interest and to disclose any circumstances that may reasonably be considered to influence or be perceived as influencing the assessment and awarding of the Research Excellence Awards.

SECTION A: NOMINEE DETAILS

Full name of nominee: _____

Award category applied for: _____

Primary affiliation (institution/organisation): _____

National ID / Passport number: _____

SECTION B: CONFLICT OF INTEREST DISCLOSURE

Please indicate YES or NO. If YES, provide details in Section C.

No.	Question	YES	NO
1	Do you have a close personal relationship (e.g. spouse, partner, immediate family member, close associate) with any NCRST staff member involved in administering or coordinating the Awards?	<input type="checkbox"/>	<input type="checkbox"/>
2	Have you nominated yourself, or been nominated, by a person with whom you have a close personal or professional relationship that could influence the credibility of the nomination?	<input type="checkbox"/>	<input type="checkbox"/>

3	Do you have a current or recent professional relationship (e.g. supervisor–student, co-author, collaborator, employer–employee, consultant) with any person involved in the adjudication of the award category applied for?	<input type="checkbox"/>	<input type="checkbox"/>
4	Do you stand to gain any direct or indirect personal, professional, or financial benefit beyond the normal recognition associated with receiving this award?	<input type="checkbox"/>	<input type="checkbox"/>
5	Is there any other relationship, interest, or circumstance related to your nomination or application that could reasonably be perceived as giving you an unfair advantage in this award category?	<input type="checkbox"/>	<input type="checkbox"/>

SECTION C: DETAILS OF DECLARED CONFLICT (IF ANY)

SECTION D: OTHER DECLARATIONS

SECTION E: DECLARATION AND UNDERTAKING

I declare that the information provided is true and correct to the best of my knowledge. I understand that failure to disclose a conflict of interest or providing false information may result in disqualification.

Signed at: _____

On this _____ day of _____

Signature of Nominee: _____

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Reviewed by: _____
Decision / Action taken: _____
Date: _____