

### Suggestions for Research Award Nomination Letters

- It helps the committee to include information about any special **challenges** the student faced in his or her research.
- It assists the committee if the nomination is specific about the **role of the student** from the initiation through the completion of the research. Was the series of studies conceived solely by the student, or did the student follow new or long-standing research activity of a faculty member?
- Has the student **presented the results** of his or her research at professional meetings?
- Have any **publications** resulted from the student's research? (If so, the committee benefits by having a reprint of the one most representative publication included in the nomination packet)
- For doctoral research nomination letters, the committee needs to know **what part** of the body of the student's research was completed at the doctoral level.
- A nomination is strengthened if the letter describes any **awards** the student may have earned for the research studies.
- The committee needs guidance regarding the **importance of the research** in which the student was engaged. Did the research have regional, national, or international impact? If so, how?
- Is the student an outstanding **representative of the University**, and if so, why?