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 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?