

**DOSSIER CHECKLIST FOR NOMINEES FOR OUTSTANDING
RESEARCH AWARDS (Master’s & Doctoral)**
(Use this form as a cover sheet for divisional nominations)

RESEARCH	Master’s Nominee	Doctoral Nominee
Print name(s) of nominee(s) in columns 2 and/or 3	Name:	Name:
GPA on all UA graduate work attempted	GPA =	GPA =
<i>For each of the following items, checks should be made in the appropriate cells. The only time a cell in the table should be blank or labeled “NA” is when there is no nominee for that award.</i>		
Faculty sponsor’s letter of support (Because fields are different, comment on departmental and field norms for master’s and doctoral publication. Please provide indicators of quality (acceptance rates in journals and conferences, referee status of publications, or similar indices).		
Statement by faculty regarding the role of the student in the design and conduct of the research (senior author, primary presenter, grant coordinator, etc.) *The statement by faculty also should identify which parts of the submission did and did not result from a thesis or dissertation.		
CV – should include relevant information regarding dissemination of research activities, including a list of refereed publications, refereed conference presentations, and the like; do not include more than 1 representative publication with the nomination, and if 1 publication is included, submit only 1 copy.		
Research program In 5 or fewer pages, <u>the student</u> should describe his or her research program, study or studies, project(s), creative activity, or other research. The student should address the goals and significance of the research as well.		
For doctoral students, a statement of what part of the body of research was completed at the doctoral level.		
In addition to the faculty sponsor’s letter, there should be no more than 2 additional faculty support letters.		
<p>Reminders:</p> <ul style="list-style-type: none"> ▪ There are separate awards for outstanding thesis and outstanding dissertation. The outstanding <u>research</u> awards represent a broader corpus of research, which may or may not include a thesis or dissertation. If an entire submission comprises only a thesis or dissertation (or other similarly titled document), please submit the nomination for the outstanding thesis or dissertation award. ▪ This dossier checklist includes the minimum information the committee requests. Additional information may be included but is not required. If the nomination includes additional information, please include only the best and most representative materials. ▪ Missing information will jeopardize the competition for the award. ▪ College/school awards chair should submit the dossier with a brief memo stating that the nominee(s) whose dossier(s) have been submitted are the college/school award winner(s) ▪ Please submit seven (7) copies of each nomination to the Graduate School. ▪ Statements by students and faculty should be in clear, nontechnical language that communicates to award committee members the purpose, results and significance of the research. 		