RECOMMENDED COMPONENTS OF A FACULTY AWARDS DOSSIER

The majority of research award competitions require some combination of the following components. To streamline the process of assembling nominations, consider proactively developing the items below, which can be adapted for various award opportunities.

- ➢ 1-sentence (~15 to 20-word) proposed citation
    - o Structure: *"For [discovery/contribution] that has [impact]."*
    - o Key words:
        For *discovering; defining; developing; introducing*
        That has *led to; enabled; defined; transformed*

- ➢ 250-word summary of achievement and impact
    - o Be direct and describe achievements first; include metrics such as major publications or awards toward the end of the summary.

- ➢ 3-page detailed narrative of research achievements
    - o Develop a compelling overview of your work and the main contributions for which you could be nominated; seek peer and/or professional input.
    - o Start with a 1-to 2-paragraph introduction of the central questions or problems your work has addressed; structure the rest of the overview with headings to allow room for technical discussion.
    - o Keep metrics and other indicators of recognition toward the end.

- ➢ Annotated list of top 15 publications or comparable scholarly outputs
    - o Many nominations will request a list of top 5, 10, or 15 publications. Selecting these proactively saves time.
    - o When permitted, annotations can complement your summary and detailed narrative by offering more detail on specific papers and their influence or impact.

- ➢ Well-formatted CV
    - o Review your entire CV for formatting inconsistencies.
    - o Consider which sections you would remove to tailor your CV for specific opportunities (e.g., a research vs. a teaching award). Are the sections grouped logically?
        Consider including your 250-word summary or a short bio near the beginning of your CV.