All Award Nomination Forms Must Include:
- Nominees: First & Last Name, Work Address, Email, Position Title, Department/Unit
- Supervisor of Nominee: First & Last Name, Email
- 250 words or less describing the highlights, achievements, and accomplishments to be used at awards ceremony, website, etc.

Supplemental Information by Award Type

**Staff Awards**
- Advising/Mentoring
- Administrative Extension Agent (Jr/Sr)
- Professional Technical Field/Lab-Office

**Required:**
- Written justification in support of nomination (2-page limit)

**Optional:**
- Additional support letters (1-page limit each)

**Faculty Awards**
- Teaching (Jr/Sr), Extension (Jr/Sr), Advising/Mentoring
- Research (Jr/Sr)

**Primary Area:** In 200 words or less, describe your primary and secondary (if applicable) areas of research or creative activity.

**Achievements:** In 500 words or less, describe major research or creative achievements, including any new discoveries/breakthroughs, major contributions to the field, external funding, creativity, originality, editorships, and impact of work (e.g., for articles, use impact factor of journals, citations...).

**Research and Creative Activity Recognition:** List major awards (with an emphasis on national/ international recognition) related to research and creative works.

**Required:**
- Written justification in support of nomination (2-page limit)
- Two additional supporting letters from students; at least one student letter of reference must be from a student directly served by the nominee (e.g., class, lab, etc.)
- Teaching philosophy statement from nominee.
- Statement of improvement/deficiencies that the nominee has realized through teaching.

**Optional:**
- Additional support letter(s), no more than two (1-page limit each)

**Graduate Student Awards**
- Teaching
- Research

**Required:**
- Written justification in support of nomination (2-page limit)
- Two additional supporting letters from students; at least one student letter of reference must be from a student directly served by the nominee (e.g., class, lab, etc.)
- Teaching philosophy statement from nominee.
- Statement of improvement/deficiencies that the nominee has realized through teaching.

**Optional:**
- Additional support letter (1-page limit)