Michigan Tech Research Award - Business, Science, and Engineering Required Elements Checklist

Michigan Tech Faculty/Staff Nominator_____ **Email**_____@mtu.edu

Michigan Tech Faculty Member Nominee_____ **Email**_____@mtu.edu

Please include the appropriate documentation as described below as it is a critical requirement for award selection.

❑ Required Elements Checklist	
❑ Curriculum Vitae	Provide the nominee's full curriculum vitae
❑ Publications	Provide a list of published books and journal articles (annotate the top five) that are considered most noteworthy—rate the "impact factor" of each of these publishers and journals as high, average, or low.
❑ Citations	Provide a summary of citations for published work, which will be considered in the review process.
❑ Grants and Contracts	Provide a list of grants and contracts, with the name(s) of co-PI(s).
❑ Recognition and Awards	Provide a list of special recognition and awards by national and international professional societies.
❑ Impact Statement	A short statement assessing the impact the nominee has made in his/her discipline, to their department, and to Michigan Tech including any impact on students.
❑ External Letters	Provide external letters of support describing impact in their field, which will be considered in the review process. A limit of four will be accepted.

The proposal must be formatted according to the following guidelines or it will be returned without further review:

- <u>Times New Roman</u> font at a font size of 12 points. (If you do not have access to this font, contact your systems administrator). Note: a smaller font size may be used for mathematical formulas, equations, figures, tables, or diagram captions. This text must still be readable.
- Margins in all directions must be at least one inch.
- The proposal must be single spaced.
- Page numbers should be placed at the bottom center of each page.