

## INSTRUCTIONS FOR COMPLETING RESEARCH INITIATIVE AWARD APPLICATION

1. Cover sheet (provided with application materials).
2. A statement from the nominee describing his/her current research. The statement should be written at a level appropriate for researchers outside the discipline. In addition to a description of current activities, the statement should address the contribution that the nominee's research objectives will make to their field of study. (1 to 1 and 1/2 pages singled spaced)
3. A full career vita. Research accomplishments should be categorized and listed, beginning with the most recent, using the Evaluation Guidelines and Criteria of Scholarly and Creative Productivity found in these application materials. Complete citations must be given for all published works.
4. Endorsement of the application by the nominee's department chairperson/school director or a faculty member in their department/school which address the criteria as follows:
  - a. A nominee's record of research and publication for the first five years following receipt of their terminal degree at any institution of higher education will be reviewed for potential contributions to their profession. For individuals with unusual career paths, whose nomination has been justified by the College Dean will be evaluated on their work performed in their first five years at Illinois State University.
  - b. A nominee's record of research and publication while at Illinois State University will be given greatest weight in the Council's deliberations, although a full career vita for each nominee will be evaluated.
  - c. Written endorsements should address nominees:
    - current involvement in research
    - promise of making significant contribution to their field of study

NOTE: Please be aware that reviewers of the Research Initiative Award nominees are colleagues with expertise in diverse scholarly fields. It is important to address each nominee's achievements with information clarifying how the work qualifies as outstanding in the particular discipline represented. (For example, scholarly activity in fine arts may be judged in quite different terms from scholarship in physics.)

# Research Initiative Award Nominee

## Cover Sheet/Application

Nominee/Applicant \_\_\_\_\_

Department/School: \_\_\_\_\_

College \_\_\_\_\_

Office Phone \_\_\_\_\_ E-mail \_\_\_\_\_

To be included in Application Materials

\_\_\_\_\_ Cover Sheet/Application

\_\_\_\_\_ Nominee's statement

\_\_\_\_\_ Full career vita

\_\_\_\_\_ Endorsement letter by faculty or department chairperson/school director

Attached endorsement provided by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department/School: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

**Instructions for Endorsement: Please be aware that reviewers of the Research Initiative Award nominees are colleagues with expertise in diverse scholarly fields. It is important to address each nominee's achievements with information clarifying how the work qualifies as outstanding in the particular discipline represented. (For example, scholarly activity in fine arts may be judged in quite different terms from scholarship in physics.) Please refer to instructions for completing Research Initiative Applications.)**

\_\_\_\_\_  
Nominee/Applicant's Signature Date

\_\_\_\_\_  
College Dean's Signature Date

The College sends this cover and application materials to the Associate Vice President for Research, Research & Sponsored Programs, 310 Hovey Hall, Campus Box 3040