

# Preparing a Successful Application for the Jason Geddes Rising Researcher Award

The university supports successful applications for the Jason Geddes Rising Researcher Awards and offers the following tips and sample application documents to assist faculty as they apply for these awards.

Applicants should carefully review all instructions, qualifications, and application package requirements. Be sure to include and/or address each item requested. The application package should include the following documents in this order:

1. Nomination form
2. Table of contents
3. Nomination letter
4. Letter of support
5. Curriculum vitae
6. Supplemental materials (required)
7. Biography

All documents should be combined into one PDF application package prior to submission. This enables you to order documents appropriately and reduce the likelihood of errors. It also streamlines reviewers' efforts to identify each component of the application.

- Please use the following format for the file name:

**UNLV - [Year] Rising Researcher - First Last.pdf**

For guidance on the appearance of these documents and for templates, please review the award's webpage.

# Components of the Application

## Nomination Letter

- The nomination letter should comprehensively address how the nominee demonstrates excellence in early-career research and promise for the future. Rather than listing the nominee's qualifications, a successful nomination letter will provide evidence of the quality and impact of the nominee's research. The letter should also speak to the nominee's potential for future high-impact research. The letter must provide evidence of the following points:
  - Significance, volume, and quality of research.
  - Ways in which the nominee's research brings or will bring recognition to UNLV and NSHE.
  - Evidence that the nominee has been competitive for research grants and contracts at the national and/or international level.
- The letter should use language that will be understood by reviewers from other disciplines (i.e., writing for the intelligent layperson).
- The letter should appear on campus letterhead, use one-inch margins, and be addressed as follows:

**TO:** Selection Committee, Jason Geddes Rising Researcher Award

**FROM:** Name of letter writer and title

**DATE:** Date when the nomination letter was composed (Month Day, Year)

**RE:** Nomination of (nominee name) for Jason Geddes Rising Researcher Award

## Letter of Support

- Nominees must submit no more than 1 letter of support. The letter should appear on campus letterhead, use one-inch margins, and be addressed as follows:

**TO:** Selection Committee, Jason Geddes Rising Researcher Award

**FROM:** Name of letter writer and title

**DATE:** Date when the nomination letter was composed (Month Day, Year)

**RE:** Letter of Support for (nominee name) – Jason Geddes Rising Researcher Award

- The letter of support should come from the individual best positioned to affirm the excellence and potential of the nominee's research and their deservingness of the award.
  - The letter should provide specific examples of the nominee's accomplishments and quality of work, rather than generalized praise.

## Supplemental Materials

- The following supplementary materials are required by UNLV. Please note the maximum number of items that may be included for each category. Any materials submitted should be clearly labeled and include a brief description of the item (if needed). Include only the highest quality and most impactful examples/materials.
  - Examples (reprints or copies) of significant published works that are representative of the nominee's research accomplishments (maximum 2).
  - A CV which includes a list of grants and contracts received, indicating the
    - project title,
    - name of grantor,
    - amount of grant,
    - beginning and termination dates, and
    - nature of the competition for the grant.

## Biography

- The nominee's biography should be one-half page in length and be formatted on campus letterhead.
- The biography should be written in the third person and begin with information about yourself (department, field of study, etc.). It should also include concise information about scholarly/research accomplishments.