

# Preparing a Successful Application for the NSHE Regents' Researcher Awards

The university supports successful applications for the NSHE Regents' 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. Letters 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] Researcher - [Distinguished Career/Mid-Career/Humanities & Social Sciences] - 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 must be written by an NSHE employee or student.
- The nomination letter should comprehensively address how the nominee has achieved and maintained a significant record of excellence in research. Rather than listing the nominee's qualifications, a successful nomination letter will provide evidence of the scale and impact of the nominee's research. For the mid-career researcher award, the letter should also speak to the nominee's potential for future high-impact research. The letter should provide evidence of the following:
  - The significance, volume, and quality of the nominee's research
  - The ways in which the nominee's research brings recognition to NSHE
  - Evidence of the national or international stature of the nominee's research
    - Evidence should reflect recognized evaluation in the form of critically reviewed papers, presentations, books, monographs, and other forms of scholarly activity or recognition (e.g., invited presentations, awards, honors)
  - Evidence that the nominee has been competitive for research grants and contracts at the national and/or international level
  - The nominee's continuous record of long-term or mid-career research
- 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, Regents' 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 Regents' Researcher Award –  
(Distinguished/Mid-Career/Humanities & Social Sciences)

## Letters of Support

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

**TO:** Selection Committee, Regents' Researcher

**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) - Regents' Researcher Award – (Distinguished/Mid-Career/Humanities & Social Sciences)

- Letters of support should come from individuals best positioned to affirm the excellence and impact of the nominee's research and their deservingness of the award.
  - Letters 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 NSHE. 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 3).
  - (*For Distinguished and Mid-Career applicants only*) A list of grants and contracts received, indicating:
    - The project title
    - The name of the grantor
    - The amount of the grant
    - The beginning and termination dates
    - The nature of the competition for the grant
  - Reviews, adjudications, or testimonials conferred by persons who audited the original work (maximum 3).

## 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.