

# Michigan Tech Research Award - Humanities and Arts 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.

<input type="checkbox"/> Required Elements Checklist	
<input type="checkbox"/> Curriculum Vitae	Provide the nominee's full curriculum vitae.
<input type="checkbox"/> 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.
<input type="checkbox"/> Citations	Provide a summary of citations for published work, which will be considered in the review process.
<input type="checkbox"/> Achievements	Provide a list of public achievements recognized by national and international professional societies as evidence of outstanding scholarly or creative work including multimedia, artistic exhibits, competitions, performances, commissions, productions, recordings, compositions, play scripts, or other artistic or creative works.
<input type="checkbox"/> Awards, Prizes, Honors, Citations, or Distinctions	Provide a list of awards, prizes, honors, citations, or distinctions that indicate national or international recognition for scholarly or creative work.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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:

- Times New Roman 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.