

# Bhakta Rath Research Award Required Elements Checklist

PhD Graduate Student Name (Nominee) \_\_\_\_\_ Email \_\_\_\_\_@mtu.edu

Michigan Tech Faculty Member Name (Nominator) \_\_\_\_\_ 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"/> Title	Name of the research thesis.
<input type="checkbox"/> Nominees	<b>Name of the student and faculty with their contact information (department, email address and phone number)</b>
<input type="checkbox"/> Abstract	A short summary (about 100 words) that describes the objective, approach and significance of the work
<input type="checkbox"/> Background	Brief description of noteworthy circumstances leading to the research work
<input type="checkbox"/> Accomplishment	A clear and general description of the substance of the accomplishment
<input type="checkbox"/> Significance	Discussions on why the research topic was important for scientific progress or technological development. Does the work lead to new or enhanced capabilities open to new areas of technological exploitation including cost and energy savings? Overstatement of the value of research should be carefully avoided, allowing the reviewers to be able to draw their own conclusions concerning the significance.
<input type="checkbox"/> Application	A brief narrative of where and how the research accomplishment may have potential application. Topics such as technology transfer to private industry or the addition of new knowledge or capability to a field of scientific endeavor should be presented.
<input type="checkbox"/> Management Data	A brief statement on the sponsor of the research, size of the program, funding and manpower to be presented when applicable.
<input type="checkbox"/> Key Personnel	Names, with contact information, of individuals who have played valuable roles on research. These individuals may be within the university or from outside.
<input type="checkbox"/> Documentation	The nomination should include supportive references related to the research such as papers, reports, publications, patents, licenses, external awards as well as any cooperative research and development agreements.
<input type="checkbox"/> Illustrations	Drawings or photographs illustrating the advances should accompany the nomination where possible.
<input type="checkbox"/> References	All nominations, presented through the appropriate departments, must provide supporting references related to the research.
<input type="checkbox"/> Two (2) Nomination Letters	Letters of endorsement, which describe the impact of the work, shall be provided from at least two individuals prominent in the field, <b>which are not affiliated with Michigan Technological University and not directly involved with the student's research.</b>

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.