



**UC DAVIS**

Undergraduate Research Center

Office of Undergraduate Education

# Chancellor's Award for Excellence in Undergraduate Research/Dean Keith Simonton Prize

## Information Session 2021



Undergraduate Research Center



# Student Eligibility



To be eligible, you must be:

- Be a graduating senior, in good academic standing
- Involved in research project or creative activity in any major or academic subject
- Nominated as an outstanding researcher by a UC Davis faculty research sponsor
- Graduating from UC Davis in the 2020-21 school year (fall, winter or spring)



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# Chancellor's Award: Student

- With the endowed Dean Keith Simonton Prize, this award recognizes the “Best Undergraduate Researcher(s) of the Year”
- Typically, two graduating seniors awarded
- Honorable Mentions are recognized
- \$500 Keith Simonton Prize
- Special plaque





# Getting Started

## Step 1

- Complete the online form



## Step 2

- Upload single PDF with summary + paper/ project



## Step 3

- Contact nominator and letter writers



## Step 4

- Nominator and letter writers upload letters





# Components of Application

## Combine in a single PDF file

### Example of research project

- One of the following
  - Thesis
  - Project
  - Presentation



### Summary

- 1-2 page summary describing your project and independent contributions

SUMMARY



### 2 Letters required

- Nomination letter required
- One supporting recommendation letter is required
  - max 2 pages
  - 12-pt font, single spaced
- A 2<sup>nd</sup> supporting letter is **optional**



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# Submitting Your Application

- Submit everything online

<https://urc.ucdavis.edu/CAE>

- Emails will be sent to faculty nominator and supporting letter writer(s)
  - Automated from URC submission site
- It is still recommended to notify your nominating faculty sponsor and any supporting letter writers once you have submitted
- **Application: due Monday, April 12<sup>th</sup> at 11:59 p.m.**
- **Support Letters: due Fri, April 16<sup>th</sup> at 11:59 p.m.**



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## Project Information

Only ONE single PDF file will be accepted. This PDF should include a 1-2 page project summary/description (single spaced with 12-point font) AND a field-specific example of your project (e.g., poster, thesis, etc.). NOTE: Your 1-2 page project summary should clearly demonstrate and effectively communicate to the CAE Committee your independent outstanding contributions to your research/creative activity.

\* Project Title:

Please upload your project in PDF format. The file name should not contain anything other than letters and numbers. To delete or change a document, check "Delete File" and save the form. Upload a new document after saving.

\* Project:

 no file selected

**You may upload your project any time before the deadline.**

## Letter Information

Two (2) letters are required (1 from your nominator faculty sponsor and 1 supporting letter) and a third is optional. All letters must be no more than 2 pages, single spaced, and use 12-point font.

You will enter information for your nominating professor and other supporting letter writer(s) and they will each be sent an email to upload the letter directly.

\* Nominating Professor:

\* Nominating Professor's Email:

\* Nominating Professor's Department:

\* Supporting Letter Writer:

\* Supporting Letter Writer's Email:

\* Supporting Letter Writer's Position:

Second Supporting Letter Writer:

Second Supporting Letter Writer's Email:

Second Supporting Letter Writer's Position:

**You must be nominated by your faculty research sponsor (professor); they will need to submit a nomination letter**

**Letters of support may be written by:**

- Department chairs
- Program directors
- Faculty members
- Staff members
- Post docs
- Graduate students



# Selection Process

- Applications reviewed by CAE selection committee, which includes representatives from all colleges
  - your summary should effectively communicate the goals and significance of your project to faculty/scholars from diverse research areas
- Quality of the overall application materials and research project
- Clearly demonstrate outstanding contributions to research and discovery in discipline
- Independent contributions are emphasized



# CAE Student Award



**Applications: due Monday, April 12th @11:59 p.m.**



# Chancellor's Award for Excellence (CAE) in Mentoring Undergraduate Research





# CAE Mentoring Award

- **Nominate Faculty, Graduate Student, Postdoc or Project Scientist**
- Instituted in 1994
- Emphasizes the importance and visibility of mentoring undergraduate research
- \$500 Prize
- Special plaque

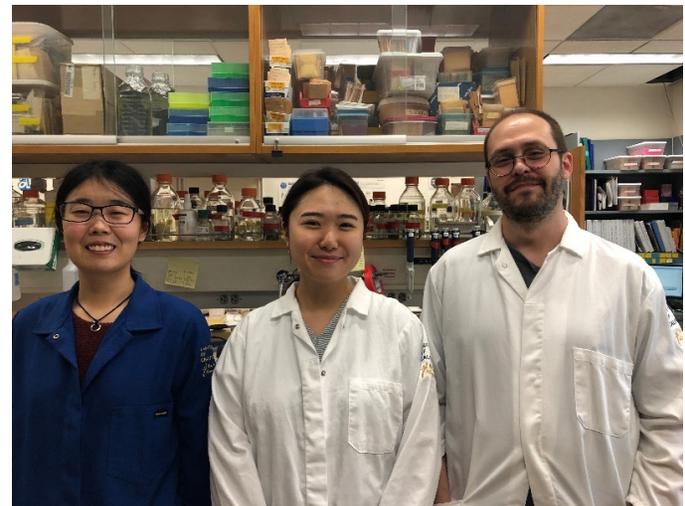




# Nominations

Faculty, Grad Students, Postdoc and Project Scientist may be nominated by:

- Current undergraduate students
- Academic Senate or Federation Faculty
- Postdocs
- Graduate students
- Department Chair
- Staff





# Mentor Eligibility

- Faculty nominees must be a member of the Academic Senate or Federation
- Postdoc and Project Scientist nominees must be currently employed at UC Davis
- Graduate student nominees must be currently enrolled at UC Davis at time of award
- Open to any major, college, or school at UC Davis (including UCD Health)



# Application Process

- Nomination letter uploaded online and list up to two supporting letter writers (one required)
- An email will automatically be sent to the supporting letter writer(s) asking them to e-mail their letters of support
- The nominator should solicit supporting letters WELL in advance of the deadline
- **Applications: due Monday, April 12th @11:59 p.m.**



# Instructions for Letter Writers

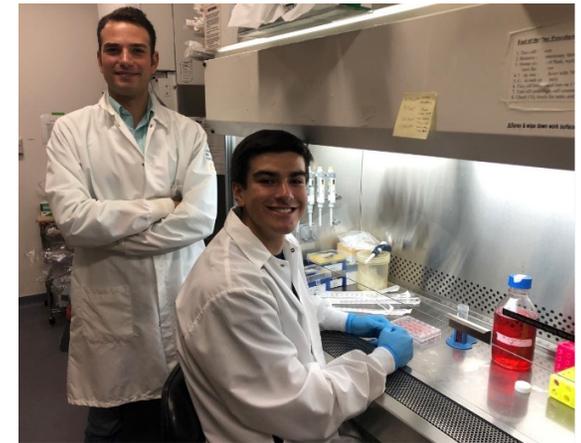
- Only one nomination letter, per candidate, may be submitted; Students can collaborate to submit a combined/co-signed nomination letter
- One supporting letter is required
  - A 2nd support letter is **optional**
- Letters must be 2 pages or less, 12-pt font, single spaced

**Letters of support due Friday, April 16 @11:59p.m.**



# Helpful Tips

- Decide if you want to inform the person you are nominating, if so, ask for their resume or CV to help write the nomination letter.
- In addition to student letters, also try to get the highest level person available involved
  - e.g., Department Chair or Dean
- The focus of letters should be on **mentoring undergraduate students**, not their research





# Deadline Reminder

**Application Deadline:**  
**Monday, April 12, 2021**  
**by 11:59 p.m.**

**Support Letter Deadline:**  
**Friday, April 16, 2021**  
**by 11:59 p.m.**



# Thank you



## ...and good luck!