IUPUI Chancellor’s Award
for Outstanding Undergraduate Research

Nomination Checklist

Use this checklist as a guide to creating a complete nomination dossier for your undergraduate-research mentee. For additional details, please refer to the IUPUI Center for Research and Learning’s awards webpage.

Each school of IUPUI, including IUPUC, can nominate up to two (2) students per annual award cycle for this award.

TO BE PROVIDED BY THE SCHOOL DEAN’S OFFICE FOR EACH STUDENT NOMINEE (in the following order):

☐ Letter of nomination written by the dean or an associate dean of the student nominee’s major school.

☐ Letter of nomination written by the faculty mentor of the student nominee, regardless of the school with which said research mentor may be affiliated.

☐ Curriculum vitae (CV) of the student nominee.

☐ Statement of purpose, i.e., academic and career plans, written by the student nominee (1 to 2 pages, double-spaced, Calibri 11-point font).

* NOTE:  CRL award nominations are accepted electronically ONLY. Submit your electronic nomination for each student—by clicking on the Nominate Student button on the award’s webpage.

TO BE OBTAINED BY THE CENTER FOR RESEARCH AND LEARNING:

☐ Transcript of student nominee (nominator does not need to submit this)