

## **Procedures for Institutional Nominations for Summer Stipends, Grants, Fellowships and Other Awards**

Several federal agencies and private foundations offer awards that require nomination or approval from the employer of the applicant. This document outlines the procedure that should be followed by prospective applicants in procuring institutional approval.

Pacific requires that the prospective applicants send the following items to their Dean at least 6 weeks before the agency deadline.

- \*Chair's letter of recommendation
- \* A letter of intent that explains how the proposed project advances knowledge in the specific field in general
- \* A draft project narrative, not exceeding three single-spaced pages

The following criteria will be used in evaluating applications for nominations:

- \*the significance of the contribution that the project will make to knowledge in the specific field and to the field generally
- \*the quality or the promise of quality of the applicant's work as an interpreter of the discipline
- \*the quality of the conception, definition, organization, and description of the project
- \*the likelihood that the applicant will complete the project

At least one month before the agency deadline, the Dean will forward his or her recommendation to the Associate Provost for Research and Collaborative Programs, who will then notify those who may proceed with their application.

The Dean may nominate up to the maximum number allowed; however, they are not obligated to forward the names of any individuals if the proposed project(s) do not meet the above criteria. Likewise, the Associate Provost is not obligated to approve application by any individuals if they feel that the project(s) do not meet the above criteria, or if they are not reflective of the quality and values that Pacific represents.

The Office of Sponsored Programs can assist the prospective applicants with their application.