# University of Central Florida
# Excellence in Research Awards
2013 – 2014 Application
**Application Due: January 13, 2014**

Welcome to the new digital College of Medicine faculty excellence award nomination process! The digital system has been initiated at the college level in order to ensure accuracy of documentation and to expedite the committee review process at the college level. **Note:** The digital system is only applicable for nominations at UCF College of Medicine. **Should you be awarded the College of Medicine Excellence in Research Award, will be responsible for preparing a hard copy of the application in the way prescribed in the University Program Announcement for submission to the appropriate university contact by the deadline of 5:00 PM, February 10, 2014. This will ensure that you can also be considered for the award at the University level.**

The following checklist can be used to track your application progress. Once you have completed the candidate portion of the application please save and e-mail the application to the administrator [Monica.Bailey@ucf.edu](mailto:Monica.Bailey@ucf.edu). The administrator will submit your application to the reviewing committee.

**Required Documents:**
- **Candidate must submit:**
  **Personal Data**
  **Research Activities**
  - a. **Description of the individual's primary area of research**
  - b. **Description of the individual's secondary area of interest**
  - c. **Description of the individual's research achievements**
  - d. **Description of the time span for research**
  - e. **Research outlets**
  - f. **Research recognition**

**Note:** You will find that you can enhance the efficiency of the application process by labeling your documents according to the file names listed next to the required document. Suggested file names will be provided later in the application.

  **Supporting Material**
  - a. **Candidate's Vitae**
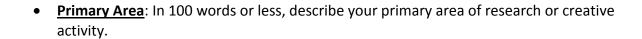    File format*: name_CV.doc* or *name_CV.pdf*
  - b. **Supporting Materials**
    (Up to 3 examples of work, generally no older than 3 years)
    File Format*: name_sd1.doc,* or *name_sd1.pdf*
    *name_sd2.doc,* or *name_sd2.pdf*
    *name_sd3.doc,* or *name_sd3.pdf*

**Personal Data**

**Name:**

**Rank or Title**:

**Campus Address:**

**Campus Telephone:**

**Department-Division**:

**Years at UCF**:

**Year Terminal Degree Granted:**

**Institution Granting:**

**Major Field:**

**Dissertation Title (Abbreviated):**

Electronic Signature                                    Date

**Research Activities**

- **<u>Primary Area</u>**: In 100 words or less, describe your primary area of research or creative activity.

- **<u>Secondary Area</u>**: In 100 words or less, describe the individual's secondary (if any) areas of interest.

- **Give a concise description (not to exceed 300 words) of the research achievements of the candidate, discussing, for example, new discoveries, major contributions, creativeness, originality, significant breakthroughs, etc.**

- **What time span is covered in the response above (C)?**

- **Research outlets**. Briefly describe (no more than half a page) how the <u>major</u> research publications or other means of research dissemination exceed the norm in the candidate's field. List these publications or major products for dissemination.

- **Research recognition**. Briefly list (no more than half a page) <u>major</u> awards or other evidence of recognition, including major research funding.

**Supporting and Additional Materials**

**Candidate's Vitae.**

**Instructions for attaching documents**:
1. Click on the paperclip under the comments tab.
   *If you have Adobe Acrobat 9 you will need to locate the Comments menu at the top of the screen, select "*Comment and Markup Tools*", select "*Attach a file as a comment*".
2. Click in the box that reads, "*Place document attachments here*"
3. You will be prompted to select the document you want to attach. Make sure the document is named with the appropriate file format.
4. Select the paperclip icon.

**File format:**
  *name_CV.doc* or *name_CV.pdf*

Place document attachments here

**Supporting Material**:
Candidates may attach or include a maximum of three examples of their work. Generally examples should be from the last three (3) years and selected to provide evidence of quality rather than quantity.

**Instructions for attaching documents**:
1. Click on the paperclip under the comments tab
2. Click in the box that reads, "*Place document attachments here*"
3. You will be prompted to select the document you want to attach. Make sure the document is named with the appropriate file format.
4. Select the paperclip icon.

**File format**:
  *name_sd1.doc*, or *name_sd1.pdf*

  *name_sd2.doc*, or *name_sd2.pdf*

  *name_sd3.doc*,  or *name_sd3.pdf*

Place document attachments here