

**From:** Vice Provost and Dean Robin L. Garrell  
**Sent:** Thursday, July 12, 2018 8:37 AM  
**Subject:** Call for Nominations: 2018 Chancellor's Award for Postdoctoral Research

## **UCLA** Graduate Division

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To: **DEANS, CHAIRS, and FACULTY**

I am pleased to invite faculty to submit nominations for the **2018 Chancellor's Award for Postdoctoral Research**. This prize was established in 1998 to recognize the important contributions that postdoctoral scholars make to UCLA's research mission. **The deadline for submitting nominations is 5:00 p.m. PST, Friday, August 10, 2018.**

Between 4 and 6 current or recent postdoctoral scholars will be selected to receive a plaque and a stipend in the amount of \$6,000. The scholars and their faculty research mentors will be recognized at the **UCLA Postdoctoral Scholars and Mentors Awards Ceremony on Tuesday, September 25, 2018** at the **California NanoSystems Institute (CNSI)** from **3 p.m. - 5:30 p.m.** Those selected to receive the award will be notified in advance of this celebration and must be present to receive it.

The eligibility, selection criteria and nomination process for the *Chancellor's Award for Postdoctoral Scholar Research* are described on the accompanying page and are also available on the [Chancellor's Award for Postdoctoral Research page](#). Each department or institute may select **up to 2 nominations** to forward to the Graduate Division for consideration by the award selection committee. Departments or institutes with 35 or more postdoctoral scholars may nominate up to 3 candidates, and those with 60 or more scholars may nominate up to 4. The postdoctoral scholar's mentor is responsible for preparing and submitting the full nomination package to the department or institute chair or their designee.

Should you have any questions about eligibility or the nomination process, please contact Lori Tagawa (Coordinator, Postdoc Scholar Appointments) at [postdoc@grad.ucla.edu](mailto:postdoc@grad.ucla.edu).

With best regards,

**Robin L. Garrell**  
Vice Provost for Graduate Education  
Dean, Graduate Division

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### **2018 Chancellor's Award for Postdoctoral Research**

The **Chancellor's Award for Postdoctoral Research** recognizes the important contributions that postdoctoral scholars make to UCLA's research mission. Awardees will each receive a plaque and a stipend in the amount of \$6,000, which will be presented at the **UCLA Postdoctoral Scholars and Mentors Awards Ceremony on September 25, 2018** at the **California NanoSystems Institute**.

#### **Eligibility**

*The Chancellor's Award for Postdoctoral Research* honors outstanding research accomplishments by a UCLA postdoctoral scholar. To be eligible for the award, an individual must:

- Hold or have held an appointment as a UCLA postdoctoral scholar for at least 12 consecutive months between January 1, 2017, and August 1, 2018. The appointment must have been approved by the

Graduate Division in accordance with University policy;

- Be nominated by the official mentor(s) and selected as one of the nominees by the department or institute in which the postdoctoral scholar holds their primary appointment;
- Be available to receive the prize in person at the UCLA Postdoctoral Scholars and Mentors Awards Ceremony on September 25, 2018.

### Selection criteria

- Innovation and creativity of the research;
- Research productivity while a UCLA postdoctoral scholar, as evidenced by publications, presentations, inventions, performances, products, etc.;
- Scholarly distinction, such as awards or other recognition for the postdoctoral research, or other evidence of the impact of the work;
- Significance of the nominee's work to the research field or its impact on society;
- Leadership by the postdoctoral scholar if a member of a research team or collaborative effort.

### Nomination package

The dossier submitted by the department or institute should consist of **a single PDF file**, containing the following materials in order.

1. **Nomination Cover Sheet:** Nominee and mentor contact information.
2. **Official letter of submission by Department Chair or Institute Director (1 page):** Provide a brief cover letter, addressed to the *Selection Committee, Chancellor's Postdoctoral Research Award*. If the department is nominating more than one scholar, the Chair or Director should rank the candidates and provide a very brief rationale.
3. **Nomination letter from the Faculty Mentor(s) (≤3 pages):** The letter should be addressed to the *Selection Committee, Chancellor's Postdoctoral Research Award*. Please review the selection criteria. *In no more than 3 pages* (minimum 11 pt. font), the letter should describe the nominee's postdoctoral research at UCLA, the nominee's specific contributions to the research, the nominee's research productivity, and the significance or impact of the work. Mentoring or other activities that were relevant to the project's success may also be described. The letter should present a clear case, based on the supporting evidence in the nomination package, for why the postdoctoral scholar merits the distinction this award represents.

The nominator should also include the following information in the letter:

- the nominee's total time as a postdoctoral scholar at UCLA and elsewhere;
  - how many postdoctoral scholars the nominator has supervised, and how the nominee ranks among them;
  - an e-mail address for further contact regarding the nomination
4. **Seconding letter(s) (≤3 pages each):** At least one, but no more than two additional letters should be provided in support of the nomination.
  5. **Research Abstract (together on one page):** Please provide an abstract of no more than 350 words describing the nominee's postdoctoral research accomplishments. The abstract should be written for a general academic audience, as faculty from diverse fields will review the nominations. Do not list the number of papers, awards, degrees, etc. in the abstract. At the top of the abstract, please indicate: (1) the nominee's name; (2) his/her department; (3) the name(s) of his/her research mentor(s) and the department(s) in which they hold appointment(s); (4) 5-10 key words that describe the research, to help assign nomination reviewers.
  6. **Research Citation:** A 3-5 sentence *summary*, no more than 150 words, of the abstract written in **layman's, non-specialist language** for publication in the printed ceremony/reception program.
  7. **Curriculum vitae of the postdoctoral scholar:** The postdoctoral scholar's CV is an important component of the nomination package. It should include contact information (including e-mail), academic degrees earned, and postdoctoral appointment history, including locations, dates, mentors and very brief (< 75 word) research description(s). The CV should include awards and honors, publications, presentations, inventions, performances, etc., as well as professional memberships and

relevant activities. **Entries that relate directly to accomplishments while a postdoctoral scholar at UCLA must be highlighted in some way (e.g., colored font or highlighted text).** It would be helpful to include URL or links to journal articles.

8. **Publications:** A maximum of 2 publications or articles in-press (accepted manuscripts) and 2 press releases may be appended to the nomination.
9. **Photo:** A recent photo of the nominee. The image is not reviewed as part of the nomination process, but it will be projected on-screen during the awards ceremony program.) The digital image should be a separate attachment, not part of the PDF file. Photos should satisfy these guidelines:
  - headshot or portrait
  - high resolution JPG (minimum 300 dpi)
  - NOTE: Photos taken with a smart phone and saved as "actual size" will suffice.

### **Submission process**

The faculty mentor (nominator) should first confirm the nominee's eligibility by consulting with the appropriate HR representative in the department/institute.

In addition to writing the nomination letter, the faculty mentor is responsible for collecting the materials for the nomination package, which he/she submits to the department chair/director or his/her designee. The department chair or institute director is responsible for creating a process for selecting and ranking the nominations the unit will submit.

### **Timeline**

- **Mid-July:** Nominators submit nominations to the department chair or institute director (or their designee) for pre-screening. An internal deadline may be set by department.
- **Late July:** Department chair/institute director or their designee selects nomination(s) to submit to the Selection Committee, Chancellor's Postdoctoral Research Award. **Nominations are due at the Graduate Division 5:00 p.m., PST, Friday, August 10, 2018. Send the complete PDF dossiers to [pmcdonald@grad.ucla.edu](mailto:pmcdonald@grad.ucla.edu).**

### **Selection Process**

The award selection committee will include deans and senior faculty whose research expertise spans the nominees' fields of endeavor.

The award recipients will be announced and honored at the UCLA Postdoctoral Scholars and Mentors Awards Ceremony on **September 25, 2018**, hosted by Roger Wakimoto, Vice Chancellor for Research and Robin Garrell, Vice Provost for Graduate Education and Dean of the Graduate Division. All of the nominees and their mentors will be recognized at this event, as will the general postdoctoral scholar community.