# USC University of Southern California

## OFFICE OF RESEARCH & INNOVATION

## Call For Nominations
## Associates Award for Creativity in Research and Scholarship

| | |
|---|---|
| **FUNDING ORGANIZATION** | **USC Office of Research and Innovation (OORI)** |
| **APPLICATION DEADLINE** | **5 PM Pacific Time on September 25 Annually.** Nominations submitted after this deadline will be rejected without review. When a due date falls on a weekend, federal holiday, or when USC offices are closed due to weather or other circumstances, the application deadline is automatically extended to the next business day. |
| **NOMINATION REVIEW** | **October – November** |
| **AWARD NOTIFICATION** | **December** |
| **FUNDS AVAILABLE** | **$3,500** |
| **ANTICIPATED AWARDS** | **2** |

## BACKGROUND

The USC Associates Awards are the highest honors the university can bestow on its members for their distinguished achievements.

Creativity in research may stem from a single brilliant idea or from a significant body of work that forms a coherent whole, and may have significant impact on a field of scholarship, at the interface of disciplines, or create viable new areas of scholarly activity.

## NOMINATION GUIDELINES

Nominations should include the following elements:

- Nomination letter: not to exceed 3 pages, including the nominee's:
    a. *Name and title*
    b. *Accomplishments and lifetime achievements. Explain succinctly why the nominee's contributions are exceptional.*
    c. *Specific accomplishments at USC.*
    d. *Record of scholarship. Provide a detailed description of the nominee's scholarship.*

- Nominee Curriculum Vitae: not to exceed 10 pages, including education, professional experience, publications and/or artistic products, and current funding (as applicable).

- Bibliography listing no more than twelve (12) of the nominee's most significant publications, providing hyperlinks, if available. Please also identify the top two of most relevance/impact.
- Two letters of support. Support letters must be written by recognized scholars <u>outside of USC</u>, from highly ranked institutions. Letters can be uploaded as a single PDF or separately as multiple uploads.
- A Brief Citation (200-250 words) highlighting the nominee's scholarly, creative, and personal accomplishments. Some key points for considerations:
    a. *A succinct, high-level summary of the nominee's major achievements or standing within a particular field.*
    b. *A description of the nominee's work that would make sense to a person with no technical knowledge in the field.*
    c. *A statement about the significance and broader impact of the work being recognized.*
    d. *Stories or human-interest items that help convey a sense of the nominee as a person.*

## NOMINATION REVIEW

Nominations will be evaluated by a committee of distinguished faculty. Nominations must demonstrate that the nominees are recognized by their peers as the top few scholars in the world within a field of research with broad significance, based on a lifetime of scholarship. They must also demonstrate that their research, conducted as faculty at USC, has had significant impact, through high honors and citations, and that they have also contributed to the research culture at USC.

## ELIGIBILITY

Self-nominations and Student/Staff nominations are not accepted. Nominators must be faculty members at USC.

Nominees must be full professors who have been at USC for a minimum of five years. Tenure track and non- tenure track (NTT) full research professors are eligible; outstanding NTT faculty who make extraordinary contributions to the educational experience of students should be nominated to the [Associates Award for Excellence in Teaching](#).

Nominations will be considered for a period of three years (unless withdrawn by the original nominator).

## PROPOSAL SUBMISSION

Submit your nomination utilizing the RII application submission and reporting portal. Go to [https://rii.usc.edu/funding/oor-portal/](https://rii.usc.edu/funding/oor-portal/) to log in or create an account using your USC email address.

## FURTHER INFORMATION AND PROGRAM CONTACT INFORMATION

We encourage inquiries to RII concerning this funding opportunity and welcome the opportunity to answer questions related to potential nominees. For additional information or inquiries, please send an email to rii@usc.edu with "Associates Award for Creativity in Research and Scholarship" in the subject line.

## NOMINATION CHECKLIST

- ☐ Nomination letter
- ☐ Nominee Curriculum Vitae
- ☐ Bibliography
- ☐ Two letters of support Letter(s) of Support
- ☐ Brief Citation (200-250 words)

## FREQUENTLY ASKED QUESTIONS (FAQS)

**Q1: My nominee was not selected last cycle; can I nominate him/her again?**

A1: Nominations will be considered for a period of three years (unless withdrawn by the original nominator).

**Q2: My nominee was not selected for award last year, can I send updated materials for this cycle?**

A2: Yes, please provide the updated materials to rii@usc.edu.

**Q3: Who can nominate?**

A3: Self-nominations and Student/Staff nominations are not accepted. Nominators must be faculty members at USC.