



# Staff Excellence in Research Award Nomination Form

---

## **Overview:**

The Staff Excellence in Research Award acknowledges staff members who have made exceptional contributions to the university research enterprise. These may include contributions in research support, research administration, or technical support.

Up to three recipients may receive a one-time payment of \$1,500 and a commemorative engraved gift, which is presented during the Staff Appreciation Luncheon during Staff Appreciation Month.

## **Eligibility for Nominees:**

- The staff member must be in a UNT retirement-eligible staff position for at least six consecutive months.
- The staff member must hold a position lower than the level of Associate/Assistant Vice President.
- The staff member may not have received any formal disciplinary action or performance improvement plan within the twelve months prior to the nomination date.
- The staff member may not have received the award within the previous three years.

## **Process for Nomination and Selection:**

- Nomination may be made by any UNT employee or student.
- Complete the fillable form, giving specific examples of how the staff member has met or exceeded the criteria, and keeping within the allotted word allowance. Additional attachments will not be accepted. Submit the completed document electronically, following the "Submit a nomination form" instructions at the bottom of this form.
- Human Resources will verify eligibility and forward the nomination to the Division of Research and Innovation for review and selection.

If you have questions regarding the nomination process, please contact **Human Resources** at [HRAdministration@untsystem.edu](mailto:HRAdministration@untsystem.edu) or 940-565-2281.

**STEP ONE: Nominee and Nominator Information** - Please provide the following information for both the nominator and employee being nominated for the reward.

	Name	Employee ID (if known)	Department	Job Title	Affiliation to Nominee
Nominator:					
Nominee:					

**STEP TWO: In 500 words or less, use bullet points to give specific examples of how the nominee has met the following criteria:**

- Made exceptional contributions to research at UNT.
- Has gone above and beyond in supporting UNT researchers and students.
- Impacts that the staff member has made on UNT research.

**To submit nomination form:**

- Step 1: Complete all the form fields
- Step 2: Download and save the form
- Step 3: Create an email to Human Resources at [HRAdministration@untsystem.edu](mailto:HRAdministration@untsystem.edu) with “*Staff Appreciation Nomination Form*” in the subject line
- Step 4: Attach the completed form and send your email