

Awards and Grants Workshop

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Where to Find Awards Information

Awards Website

<https://cisa.asu.edu/all-college-awards>

2020-2021 CISA Awards and Grants PDF

On the awards website

CISA Awards Committee Members

Jada Ach

Sandy Chavez-Lopez

Stephanie Downie

Alicia Hayden

Jenn Pereira

Maxim Sukharev

Wendy Williams

Eligibility

Only full- and part-time staff, fixed-term faculty, and tenure-track/tenured faculty with a minimum of two years of employment in CISA are eligible for these awards/grants. Some awards are reserved for particular categories of employees (i.e., staff, faculty).

Award/grant recipients must wait three years to be eligible for the same award or grant again. Yes, a person can apply for a different award or grant the following year.

An individual may be considered for one award/grant per year.

- If you are nominated for two awards, we will ask you which one you would like to be considered for.
- If you are nominating someone else without their knowledge, the risk is that the person could be nominated for two different awards and end up having to choose which award to be considered for.

Applying as a Team

A team (a group of multiple CISA employees who are eligible for awards and who each contribute a significant amount to the project) may apply for an award. A team may be a research group, a committee, or some other grouping of CISA employees. A professor plus a group of students would not constitute a team as defined here; in that case, the professor should apply for an award as an individual.

A team application is not an individual application. Therefore, it is possible to simultaneously be considered for one award as an individual and another award as a team.

If a team wins, only one plaque with the team name will be issued.

If any funds end up being approved for that award (more about that on the next slide), the prize amount would be split among eligible CISA employees on that team.

Funding

At this time, prize funding has not been approved for the 2020-2021 CISA Awards, per the dean. This is why no prize amounts are listed next to awards this year.

If funding is approved in the spring, prize money will be dispersed to winners in the form of professional development funds (reimbursement for eligible expenses).

Funding has been approved for the two \$1,000 Design Aspirations Grants.

Nomination vs. Self-Nomination

Anyone can submit an application to Dropbox. You could ask someone to write a letter for you and then you could submit your own application. Alternatively, someone else could put together an application on your behalf and submit it.

EITHER WAY: A “letter of support” is a letter of recommendation that is written by someone who is not the nominee.

If you would like to comment on your own work, the appropriate place for that is in a personal statement, which can be submitted in the supplementary materials section (this section is optional, can include up to 5 extra pages, and goes last in the application).

Multiple people can nominate the same person. Two options:

1. Nominators can combine letters of support into a single application (using the supplementary materials section for extra letters).
2. Each nominator could submit an application on the person’s behalf.

Overview: Awards & Grants

Student Success Award (Staff)

Recognizes excellence in student support, services, advocacy, etc.

To apply: Letter of support highlighting relevant accomplishments (one page maximum).

- It would be great to see more applications for this award.

NEW! Outstanding Staff Award (Staff)

Recognizes excellent work performance, leadership, etc.

To apply: Letter of support highlighting relevant accomplishments (one page maximum).

Trying to decide between these two awards?

Is the demonstration of excellence related to serving students?

If so, go with the “Student Success Award.”

Outstanding Research Award: Early Career / Distinguished (Faculty)

Recognizes outstanding research accomplishments and sustained productivity of scholars who graduated with a Ph.D. within the last six years (Early Career) or more than six years ago (Distinguished).

To apply:

1. Abbreviated C.V./resume addressing relevant education (including Ph.D. graduation year), employment, publications within the last ten years (separate and distinguish between peer-reviewed/non peer-reviewed), national and international conference presentations and invited keynotes within the last ten years, grant activity within the last ten years, patents or other pertinent information, and current professional memberships (ten pages maximum).
 2. Two letters of support highlighting relevant accomplishments (one page maximum per letter; at least one letter must be from a scholar outside of ASU).
- Two awards.
 - Need help with cut-off dates? May 2015 graduation = Early Career
 May 2014 graduation = Distinguished

NEW! Faculty Mentoring Award (Faculty)

Recognizes mentors of CISA faculty (e.g., tenure and promotion mentoring, project mentoring, training/workshops).

To apply: Letter of support highlighting relevant accomplishments (one page maximum).

- This award is for faculty members who mentor other faculty members, either formally or informally.
- Those responsible for groups of faculty are eligible as well (faculty heads, first-year—*insert subject here*—coordinators, etc.).
- This is not an award for mentoring students; use the teaching award for that.

Outstanding Service Award

Recognizes outstanding service to the institution, profession, and/or community, relevant to the person's position within CISA.

To apply:

1. Abbreviated C.V./resume addressing relevant education, employment, and service (two pages maximum).
 2. Letter of support highlighting relevant accomplishments (one page maximum).
- It would be great to see more applications for this award.

Outstanding Teaching Award

Recognizes excellence in teaching and student mentoring.

To apply:

1. Abbreviated C.V./resume addressing relevant education, employment, teaching, and mentoring (five pages maximum).
 2. Letter of support highlighting relevant accomplishments (one page maximum) or a peer-evaluation of teaching conducted within the last two years.
 3. Course evaluations for two courses taught within the last two years (include all scores and comments).
- Two awards.
 - The majority of the applications we receive are for teaching awards because most people in our college teach.

NEW! Equity and Inclusion Award

Recognizes contributions that have advanced equity/inclusion in CISA.
To apply: Letter of support highlighting relevant accomplishments (one page maximum).

NEW! Innovation Award

Recognizes creativity in the design of a CISA program, internship, lab, industry partnership, community outreach, event, series, etc.

To apply: Letter of support highlighting relevant accomplishments (one page maximum).

- This award recognizes structural/institutional contributions (i.e., building something new for the college). For innovation in scholarship or in curriculum design for a course, apply for a research or teaching award.

Design Aspirations Grants (up to \$1,000 each, 2 grants available)

These small grants support research, teaching, or service projects that are aligned to one of ASU's design aspirations: leverage our place, transform society, value entrepreneurship, conduct use-inspired research, enable student success, fuse intellectual disciplines, be socially embedded, or engage globally <https://newamericanuniversity.asu.edu/about/design-aspirations>.

To apply:

1. Overview explaining the project's scope and purpose, estimated impact, and alignment to one of ASU's design aspirations (one page maximum).
2. Itemized budget (one page maximum).
3. Detailed timeline (one page maximum).
4. Abbreviated C.V./resume addressing relevant education, employment, and any information pertinent to the project (two pages maximum).
5. Letter of support discussing the need for this project and qualifications of the project leader (one page maximum).

Letter of Support

One page maximum.

Must include contact information (email or phone number) of the letter writer in case additional follow-up is necessary.

The committee reads all applications. We advise against the practice of nominating someone in exchange for them nominating you.

The best letters are written by people who understand the award, know the person's work well, and can explain why the work matters. They are enthusiastic and knowledgeable and do not rehash items listed in the C.V. With the exception of the research award, our awards/grants now allow for flexibility in terms of who can write the letter, so think creatively about who could make the most compelling case, perhaps a current/former student, colleague/supervisor, leader of a community organization, someone from industry, etc.

C.V.

If a C.V. is required for an award/grant application, a maximum page length is given in the description (service=2, teaching=5, research=10, grant=2). The lengths vary because we need to see different sections of the C.V. for different awards/grants.

If you are struggling to keep a C.V. within the maximum page allowance, it is fine to make some sections “Selected” lists and indicate that in the section title (e.g., Selected Conference Presentations).

Links may be included in the C.V. if desired (e.g., a link to a publication available online).

Sections that are not listed in the description may be included if they are relevant to the award/grant and the C.V. is within the allowed length.

Supplementary Materials (Optional)

Award/grant applications may contain up to 5 additional pages of supplementary materials.

Use this optional section to make additional voices heard and/or present additional forms of evidence.

Examples:

personal statement

additional letters of support

photographs

links

publication excerpts

news articles

charts of data

sample assignments

teaching materials

statements from students

handouts

guides

event fliers

other evidence

Preparing the Application

Compile all application materials into **only one PDF**.
(Do **not** submit items separately.)

Make sure items are in the order listed in the award/grant description.
If supplementary materials are going into the file, put them last.

Name the file with the first and last name of the individual (or the name of the team) being nominated and the name of the award/grant.

Examples: SparkyDevil_OutstandingResearchDistinguished
TheIncredibles_OutstandingService

Submit the application to Dropbox by December 20, 2020:
<https://www.dropbox.com/request/emjaKLbOHmLeZuhKZaMe>

Incomplete or late applications will not be considered.

If an item in the file exceeds the maximum length allowance for that item, it will be read up to the allowed number of pages.

No, exceeding the maximum page length for an item (e.g., a long C.V) is not the same as providing extra “supplementary materials.” The supplementary materials section is a space to make additional voices heard and/or to present additional forms of evidence. Be intentional with what is included there, if anything.

Application Tips

Build a compelling case with **powerful, specific, and vivid evidence**. This begins with choosing letter writers carefully. The writer should know you, your work, and why it matters. Letters from faculty heads/supervisors are no longer required, so there is some flexibility to choose the person who can make the best case for you and your work. (Research awards = choose two well-respected scholars who can speak to your work, at least one of whom is outside ASU.)

Share evidence that demonstrates **excellence** and **impact**.

Include **multiple forms of evidence** if possible. See the Supplementary Materials list for examples of items that could be included (links, photographs, data, handouts, etc.).

Write for an **audience** of smart people who are outside of your field. Spell out acronyms and abbreviations. Avoid jargon and overly technical or specialized language.

Use specific **examples**, logical/clear **organization**, and thoughtful **word choice**. Read the piece out loud. Does the **voice** in the piece sound like you, and is it appropriate for your audience? Do **sentences flow** well? Ask someone to **proofread** the file before you submit it.

Follow application **instructions**. Most items have **maximum page** allowances specified. If an abbreviated C.V. is required, notice that there are **particular sections of the C.V.** needed, which vary depending on the award/grant.

Decisions and Recognition

The CISA Awards Committee reserves the right to determine the number of winners and honorable mentions, if any, for each category.

It is possible that not all awards/grants will be awarded in a particular year.

Winners will be notified in March and recognized at the CISA All College Meeting in spring 2021. Plaques will be awarded.

We will only be emailing notifications to the winners of the awards/grants. If you do not hear from us by the end of March, that means there were many amazing applications and yours was not selected this time. Do not be disheartened. Make plans to apply again another year.