

October, 2005

TO: Deans, Department Chairs and Directors of Graduate Study
FROM: Cheryl Burgan Evans, Associate Dean of the Graduate School
RE: Graduate Students' Achievement Fund Competition, 2004-2005

This academic year marks the twenty-second year of competition for Graduate Student Achievement Awards. During the 1977-78 academic year, Graduate Council established awards to recognize significant achievement in research and creative activity by graduate students. It was determined that the form of recognition would be a cash award. Funds for this effort continue to be provided by the Miami University Fund through support of Alumni and Friends of the University. For 2005-2006 a fund of at least \$13,000 has been provided.

The information, which follows, has been developed by the Graduate Students' Achievement Fund Committee and approved by Graduate Council. I would request that you share this information with graduate students and faculty of your department. If questions develop, please feel free to contact the Graduate School Office.

Eligibility

In order to be eligible for this award, there must be evidence that:

1. Some **external** (to the home department) recognition of a completed piece of research or other creative work has occurred. In some disciplines and professional fields it is the practice to accept graduate students' research papers or creative projects for presentation at regional or national meetings that have been selected by an academic department. A student whose work has been selected in this manner is considered eligible. A statement certifying that departmental selection is the accepted practice for a discipline or professional field must be provided by the chair of the department.
2. The applicant is making satisfactory progress in a graduate degree program and is enrolled as a full-time or part-time graduate student at the time of application.
3. The work associated with the achievement was done while the applicant was a registered graduate student at Miami University.

This information is also available (in a PDF format) at the web site
www.muohio.edu/gradschool/forms.html

2005-2006
THE GRADUATE STUDENTS' ACHIEVEMENT FUND

➤ **Who is Eligible?**

Graduate students making satisfactory progress in a degree program and enrolled on a full- or part-time basis at the time of application.

➤ **What is the Purpose of This Fund?**

To recognize significant achievement in any research or creative activity. Achievement is specifically defined, for purposes of this fund, as a completed piece of research or other creative activity which has been recognized by some external (to the home department) organization or selected by the academic department for regional or national presentation (in fields where the accepted standard is departmental selection). **A COMPLETED PIECE OF RESEARCH MEANS THAT THE PRESENTATION HAS ALREADY TAKEN PLACE OR IS IN THE PROCESS OF BEING PUBLISHED.**

EXAMPLES: A graduate student has a paper accepted at a professional meeting. The professional organization has a formal review process and does not accept all papers submitted.

A graduate student is specifically invited to display art works at an exhibit at another university.

A graduate student has a paper accepted for publication in a professional periodical. There is a formal review process with some selectivity involved.

➤ **What is the Source of the Funds?**

The Miami University Fund, which is supported by gifts from Alumni and Friends of Miami University.

➤ **How Much are the Awards?**

Normally, not to exceed \$300.

➤ **How Do You Apply?**

Application forms are available in the Graduate School, 102 Roudebush.

➤ **What is the Deadline for Submission of Applications?**

ROUND 1: November 3, 2005, to the Graduate School, 102 Roudebush.

ROUND 2: April 3, 2006, to the Graduate School, 102 Roudebush.

Applications **MUST BE** received by 5:00 p.m. on these days. Applications received after the deadline will be put into the next round.

➤ **CATEGORIES OF AWARDS**

Regular Awards

A majority of the funds available will be awarded to applications who meet the general criteria indicated above and whose achievement is determined by the Graduate Students' Achievement Fund Committee to merit an award. Examples of fundable applications might include:

1. A graduate student has a paper accepted at a regional meeting of a professional association. The paper selection process is competitive, and there is a significant rejection rate.
2. A graduate student in Art is asked to exhibit his or her work at a show. The selection process (jury) is competitive. (Please provide electronic copies of exhibit.)
3. A graduate student publishes an article in a refereed journal.
4. A music composition graduate student is asked to attend an orchestral performance of his or her work at another university.

Evaluation of applications

Applicants who meet the established criteria will have their work evaluated by the Graduate Students' Achievement Fund Committee on the basis of the following:

1. The quality of the achievement as depicted in the description provided by the applicant.

2. The strength of the endorsement of the achievement provided by the department (Application form is signed by the department chair).
3. The judgment of the committee resulting from individual readings of the completed applications submitted. The committee recognizes and accepts the responsibility of making decisions, which are based on merit considerations. Accordingly, departmental endorsements of students' achievements are both necessary and vital. Listed below are the specific criteria used by the committee in the evaluation of applications:
 - a. Quality of evidence presented regarding significance of the achievement
 - b. Quality of departmental endorsement
 - c. Quality of the written presentation
 - d. Nature of recognition of the achievement
 - e. Evidence regarding independence of work.

INFORMATION TO BE PROVIDED BY THE APPLICANT (application form)

1. Description of the Achievement

A COPY OF THE PAPER, ABSTRACT OF THE JOURNAL ARTICLE, OR A DESCRIPTION OF THE WORK, WHICH HAS BEEN PERFORMED OR PRESENTED, MUST BE SUBMITTED.

2. "Award Worthiness" of the Achievement

The applicant must provide a brief, clearly written statement indicating why the achievement is deserving of an award. This statement should draw attention to the merit of the achievement in relation to the criteria used by the department in determining its endorsement: Quality of work, Significance of work, and Stringency of Criteria. In addition, the statement should be informative and intelligible to non-specialists on the committee.

3. Documentation

A copy of notification of recognition by the external agency must be attached, or an explanation of the review process must be provided by the department chair.

3. Previous Graduate Student Achievement Awards

All previous Graduate Student Achievement Awards received, if any, must be listed by title and year of the award.

4. Completed Application Form

The applicant and his/her department chair must sign the application form.

INFORMATION TO BE PROVIDED BY THE DEPARTMENT CHAIR OR MAJOR PROFESSOR (APPLICATION FORM)

All applications received by the committee should be endorsed by comments provided by the department chair or major professor who addresses the following criteria:

1. Quality of Work
2. Significance of Work
3. Stringency of Criteria

While the endorsement may be provided by the department chair or the major professor, **the department chair is asked to sign the application form.**

ADDITIONAL GUIDELINES

1. The committee will make only one award to an individual applicant during each round of competition.
2. In the situation where achievement involves a joint presentation or publication with

faculty member, a statement must be included which indicates a) the primary contribution to the project has been made by the applicant and b) the nature and degree of the faculty member's contribution.

3. If your work is an original piece of art (picture, jewelry, sculptures, etc.) please submit electronic photos along with your application.

2005- 2006 Application Deadlines:

ROUND 1 November 3, 2005

ROUND 2 April 3, 2006

MIAMI UNIVERSITY
GRADUATE STUDENTS' ACHIEVEMENT FUND
Application Form/Cover Sheet

Directions: **Submit 1 complete original of both this application form and all supporting documents** to the Graduate School Office, 102 Roudebush. Responses to items 2, 3, 4, and 5 are to be provided on a separate sheet(s) and attached to the application form. The applicant **and** his/her department chair **MUST** sign this form.

1. _____
NAME dept local phone

ADDRESS Banner ID

2. Please attach a copy of the paper, abstract of the accepted journal article, or provide a description of the work which has been performed or presented.
3. **Briefly and clearly** explain why your achievement should receive an award. Draw attention to the merit of the achievement in relation to the quality and significance of your work and the stringency of the selection criteria. Be accurate and informative. Do not give in to false modesty.
4. In order to be eligible for an award, an applicant must have received external (to the home department) recognition of a **COMPLETED** piece of research or other creative work **or** have had a completed research or other creative project selected by the home department for presentation at a regional or national meeting. (This latter condition applies only to fields where departmental selection is the accepted practice.) Attach either a copy of the notification of external recognition or a statement from the chair of your department certifying that departmental selection is the accepted practice for your discipline or professional field.
5. Please attach a statement of any previous Graduate Student Achievement Awards granted, if any, by title and year of award.
6. Please attach the department's statement of endorsement (provided by the department chair or major professor).
7. **Have this application form signed by your department chair.**

Signature of Applicant

Signature of Department Chair

Return the original of this completed application form and all attachments to:

The Graduate School, 102 Roudebush.

ROUND 1 COMPETITION DEADLINE: November 3, 2005

ROUND 2 COMPETITION DEADLINE: April 3, 2006