

Preparing a Successful Application for the NSHE Regents' Creative Activities Award

The university supports successful applications for the NSHE Regents' Awards and offers the following tips and sample application documents to assist faculty as they apply for these awards.

Applicants should carefully review all instructions, qualifications, and application package requirements. Be sure to include and/or address each item requested. The application package should include the following documents in this order:

1. Nomination form
2. Table of contents
3. Nomination letter
4. Letters of support
5. Curriculum vitae
6. Supplemental materials (required)
7. Biography

All documents should be combined into one PDF application package prior to submission. This enables you to order documents appropriately and reduce the likelihood of errors. It also streamlines reviewers' efforts to identify each component of the application.

- Please use the following format for the file name:

UNLV - [Year] Creative Activities - First Last.pdf

For guidance on the appearance of these documents and for templates, please review the award's webpage.

Components of the Application

Nomination Letter

- The nomination letter must be written by an NSHE employee or student.
- The letter should comprehensively address how the nominee has demonstrated sustained creative excellence. Rather than listing the nominee's qualifications, a successful nomination letter will provide evidence of the quality and impact of the nominee's work. The letter should speak to the following points:
 - Significance, volume, and quality of the nominee's work.
 - Evidence of the national or international stature of the nominee's creative activity
 - This evidence should reflect recognized evaluation in the form of critically reviewed presentations, books, and other forms of recognition (e.g., invited presentations, juried exhibitions, awards, honors).
 - Continuous record of long-term creative activity.
- The letter should use language that will be understood by reviewers from other disciplines (i.e., writing for the intelligent layperson).
- The letter should appear on campus letterhead, use one-inch margins, and be addressed as follows:

TO: Selection Committee, Regents' Creative Activities Award

FROM: Name of letter writer and title

DATE: Date when the nomination letter was composed (Month Day, Year)

RE: Nomination of (nominee name) for Regents' Creative Activities Award

Letters of Support

- Nominees must submit no more than three letters of support. Letters should appear on campus letterhead, use one-inch margins, and be addressed as follows:

TO: Selection Committee, Regents' Creative Activities Award

FROM: Name of letter writer and title

DATE: Date when the nomination letter was composed (Month Day, Year)

RE: Letter of Support for (nominee name) - Regents' Creative Activities Award

- Letters of support should come from individuals best positioned to affirm the nominee's creative excellence and deservingness of the award.
 - Letters should provide specific examples of the nominee's accomplishments and quality of work, rather than generalized praise.

Supplemental Materials

- The following supplementary materials are required by NSHE. Please note the maximum number of items that may be included for each category. Any materials submitted should be clearly labeled and must include a brief description of the item. Include only the highest quality and most impactful examples/materials.
 - Scholarly, creative products (maximum 3)
 - Music CD, art slides, video, audio, work of fiction or nonfiction, piece of artwork, etc.
 - Reviews, adjudications, or testimonials conferred by persons who audited the original work (maximum 3).
 - Names, addresses, and phone numbers of five persons outside of NSHE whom the Selection Committee may contact about the nominee's creative achievements.
 - These individuals must be professionals from outside of Nevada, never have been employed by NSHE, and have no known conflict of interest with the nominee.
 - Using the NSF definition for collaborators and other affiliations for limiting peer reviewers, conflicts would exist for:
 - the nominee's PhD advisors
 - the nominee's PhD thesis advisees
 - co-authors on any book, article, report, abstract, or paper collaboration within the last 48 months
 - collaborators on projects such as funded grants, graduate research, or others within the last 48 months
 - any editorial board with whom the nominee interacts

Biography

- The nominee's biography should be one-half page in length and be formatted on campus letterhead.
- The biography should be written in the third person and begin with information about yourself (department, field of study, etc.). It should also include concise information about scholarly/research accomplishments.