

The College of Science strongly encourages the nominations of its faculty, staff and students for awards and is happy to submit a letter of support for such nominations. Please send your request at least two (2) weeks before the letter is due. In addition to this form, please enclose the following materials with your request:

1. Nominee's C.V.
2. Additional supporting materials required for the nomination
3. Any letters which have already been written for this award (if available)

**A. Award Information**

<i>Name of Award</i>	
<i>Awarding Agency</i>	
<i>Award Website</i>	
<i>Nomination Deadline</i>	
<b><i>Letter Deadline</i></b>	

**B. Nominator & Nominee Information**

<i>Requestor Name</i>	
<i>Requestor Contact Method</i>	
<i>Requestor Contact Info</i>	
<i>Requesting Department</i>	
<i>Nominee (full title)</i>	
<i>Nomination Deadline</i>	
<b><i>Letter Deadline</i></b>	

**C. Letter of Support Information**

<i>Selection Committee</i> <ul style="list-style-type: none"> <li>• <i>name of chair</i></li> <li>• <i>committee name</i></li> <li>• <i>mailing address</i></li> </ul>	
<i>Award Synopsis</i>	

<i>Letter Talking Points (3-5 points)</i>	
<i>Where and how should the final letter be sent?</i>	

#### **D. Sending Your Request**

Once you have completed this form, please send an e-mail to the College of Science Dean's Office:

*Subject:* Request for letter of support for <Nominee>

*To:* Henry S. White, Dean [white@chem.utah.edu](mailto:white@chem.utah.edu)  
*CC:* Sandra Pannell, Dean's Assistant [pannell@science.utah.edu](mailto:pannell@science.utah.edu)  
Justin Parnell, Writer [parnell@science.utah.edu](mailto:parnell@science.utah.edu)

Please send a reminder e-mail three (3) days before the Letter Deadline filled above. Thank you!