

## 2025 Research Excellence Award

### Nomination Letter Instructions

Please provide a detailed letter of **up to four pages (including references)** in length, **using the headings below**, summarizing the candidate's research achievements and outlining the national and international significance of the candidate's scholarly work. The letter must clearly identify how the candidate meets the award evaluation criteria (the headings), and should be written in plain language.

#### 1. Scholarly Accomplishments and Research Contributions

In this section, detail the Nominee's accomplishments and contributions such as research monographs, peer-reviewed articles in quality journals appropriate for the field of research, grants for scholarship, patents, creative works, research contributions that are acknowledged to be major advances, influences or transformations

#### 2. HQP Training Record

In this section, detail the Nominee's contributions to the training of undergraduate students, graduate students and post-doctoral fellows.

#### 3. Impact of Research

In this section, describe the Nominee's impact of research on the discipline and on society, and recognition for research accomplishments by professional societies or others that have benefited

#### 4. Equity Diversity and Inclusion (EDI)

In this section, provide information on the Nominee's Contributions to the promotion of EDI in the research enterprise and contributions to supporting EDI in recruitment practices, curriculum, supporting diverse students, mentorship approaches, and initiatives aimed at ensuring an inclusive research and training environment and trainee growth.

**Important:** *trainee demographic data is not requested, nor required to assess impacts related to equity, diversity and inclusion in the research and training environment*

#### 5. Additional comments (optional)

This section is optional for additional comments.

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**Prepare the letter following the requirements below:**

- Explain any acronyms and abbreviations fully
- Pages must be 8 1/2" x 11"
- All text must be in 12 point font
- Pages must be single-spaced, with no more than six lines of type per inch
- Margins must be set at a minimum of 3/4".