May 18, 2017

MEMORANDUM

TO: Graduate Department Heads, Program Directors and Program Coordinators

FROM: Yonatan Eyal
Director of Graduate Studies, Graduate School

RE: Call for Nominations: CGS/ProQuest Distinguished Dissertation Awards

The Graduate School is accepting nominations for the CGS (Council of Graduate Schools)/ProQuest Distinguished Dissertation Awards from programs, faculty and students. The students chosen by the Graduate School selection committee to represent UC in the CGS/ProQuest Distinguished Dissertation Award will each receive a $350 prize. The national winners of the 2017 CGS/ProQuest Distinguished Dissertation Award will receive an honorarium of $2,000 and a certificate of citation, which will be presented at the CGS Annual Meeting Awards Luncheon on December 7, 2017, in Scottsdale, AZ. Reasonable travel expenses of award recipients will be covered. Only the winners and the nominating deans will be notified of the outcomes of the competition prior to the Awards Luncheon.

**Biological Sciences** programs and **Humanities/Fine Arts** programs
The Graduate School may nominate one student from each category (biological/life sciences category and humanities/fine arts category) to represent UC in the 2017 CGS/ProQuest Distinguished Dissertation Award competition. We request that you submit to us your best students who have graduated between July 1, 2015 and June 30, 2017 (a two-year period).

**Social Sciences** programs and **Mathematics/Physical Sciences/Engineering** program
The Graduate School may nominate one student from each category (social sciences category and mathematics/physical sciences/engineering category) to represent UC in the 2018 CGS/ProQuest Distinguished Dissertation Award competition. Students who have graduated between July 1, 2016 and June 30, 2018 (a two-year period) are eligible. We request that you prepare nominations now for any outstanding students who graduated this academic year, as the nomination packet must include an extended abstract (written by the student) and three letters of recommendation (written by the committee chair, a committee member and a third person of the student’s choice).

The nomination application must include:
- An abstract (not to exceed 10 double-spaced pages) of the student’s dissertation. Appendices containing other material, such as charts, tables, and/or references, may be included as additional pages.
- Three letters of recommendation evaluating the significance and quality of the nominee’s dissertation work, are to be included in the nomination materials. One of these letters is to be
from the nominee’s dissertation supervisor, another from a member of the nominee’s dissertation committee, and the third from a person of the nominee’s choice.

- The nominee’s curriculum vitae (not to exceed five pages).

Nomination applications for biological sciences and humanities/fine arts students are due to Megan Tischner in the Graduate School no later than 5 p.m., Thursday, June 15. Please see the submission guidelines below for details. The two dissertations selected to represent UC in the national competition will be announced by July 14.

Advice for Writing and Compiling Materials for the Application Packet

Based on feedback from previous selection committees, here are some tips for students and faculty preparing an application packet:

1. Both students and letter writers should keep in mind that they are writing for a general audience. These categories cover a broad range of programs and disciplines, so there is no guarantee that your material will be reviewed by someone who is in your field.

2. Both students and letter writers should make it abundantly clear what the impact of the student’s dissertation work is within your field. Once again, keep in mind that your materials may be reviewed by someone outside your field – so what may be obvious to you in terms of the work’s impact may not be clear to the outside reviewer unless it is explicitly stated.

3. Consider the abstract akin to a professional text, and include appropriate citations.

4. Provide some structure to this extended abstract, such as an introduction with objective, aims or goals of the work, results, and future work. You do not need to use this exact structure, but composing the abstract with sections and headings is highly recommended.

5. While you are held to 10 pages of text for the abstract, you are allowed to include additional information such as figures, tables and references. However, please do not overdo it with too many pages of additional material.

Submission Guidelines

All nomination materials for biological sciences and humanities/fine arts students must be submitted electronically to Megan Tischner, c/o the Graduate School. Submit all materials together (in the same email; on the same CD or flash drive; or in the same Dropbox folder) by 5 p.m., Thursday, June 15. Incomplete and late submissions will be rejected, no exceptions.

Send nomination applications to Megan Tischner.
- Email/Box@UC/Dropbox: megan.tischner@uc.edu
- Campus mail (CD or USB drive, no hard copies): ML 0627
- Deliver CD or USB drive in-person: 110 Van Wormer Hall, West Campus

Please direct any questions to Megan Tischner at 513-556-2379 or megan.tischner@uc.edu.