

## **Advisor and Supporting letters Guidelines for AVS National Student Awards**

*National Student Applicants please give the below information to your advisor and 2<sup>nd</sup> supporter*

To: Writers of AVS National Student Award Support Letters

AVS National student award nominations/applications require a letter from the student advisor and a second supporting letter. These letters play an important part in the evaluation process.

Those writing support letters are requested to either send the letter as an email attachment directly to Angela Link ([angela@avs.org](mailto:angela@avs.org)) or to upload to the AVS award site after obtaining a password. The email header containing a file or requesting password should be: "AVS Award-STUDENT NAME".

The Supporting letters **must address** the "excellence" of the student research award criteria and list the date of expected graduation. Effective letters will include an **assessment of the research contributions**, and **describe distinguishing features of the student and research**. Listed below will be the questions the students and nominators are asked to address in the nomination.

We ask letter writers **to compare or relatively rank students** in relationship to other current and previous students. Such rankings should be realistic.

If an advisor has more than one student sending in an application, a good support letter will differentiate/distinguish strengths, accomplishments and skills of the students relative to other current and previous students. **What are their differentiating skills, accomplishments or characteristics?** It is useful to remember that members of the award committee have up to three years of applicant memory and, as an example, two students cannot simultaneously, or within a couple of years, be the best students in the department over the past decade.

A student may apply for a national AVS award and/or a division award. **Different support letters may be required for multiple award nominations/applications.**

The questions that students or nominators must answer are listed on the next page to assist preparation of letters directly supporting the basis of the nomination.

# National AVS Student Award Nomination/Applications Questions

## Award Category (and Nominee Information)

- Provide a concise, one sentence, summary statement that describes the focus of student nominee's work:  
If student nominee is selected as a Finalist this will be used in the awards ceremony. Example: Whose main research focus is on...)

## Scientific Contributions

*This section summarizes the research contributions for which the award would be given including a description of the body of work, an indication of quality and an assessment of the current or likely impact.  
To be completed by the Student.*

- Describe your current research (<500 words) Include goals, objectives, approach for achieving the goals, progress and your program plans
- Describe what scientific and/or technological research motivates your work. (<100 words)
- Describe the impact you feel your research will have in the field. (<300 words)

## Publications & Presentations

- List the student nominee's papers and patents including exact titles, names of authors, dates, and journals (as appropriate). Please indicate if the student nominee is the first author or equivalent.
- List the presentations and posters for which the student nominee is the speaker or poster presenter

## Professional Service

- Describe any of the student nominee's professional service on the local, regional or national level. This should include any technical/professional society leadership or professional or scientific outreach including elected or appointed positions and AVS involvement. (<300 words)
- Other leadership activities or professional recognition the student nominee may have received. (<300 words)

*Letters should be directly sent to Angela Klink ([angela@avs.org](mailto:angela@avs.org)) or contact her to obtain a password to upload documents. The email header should be: "AVS Award-STUDENT NAME".*