

### Award Information

The purpose of the Award is to encourage UNM–Los Alamos faculty enrichment, creativity, and initiative by funding annually one original scholarly, professional, technical or artistic activity. The attached award instrument gives more complete details about possible activities, eligibility requirements, and remuneration options.

### Procedural Information

Applications for the 2017 UNM-Los Alamos Faculty Initiative Award must be received in the Office of the Dean of Instruction by 5:00 pm on Friday, April 7, 2017. The selection process will be completed by 5:00 pm on Friday, April 14, 2017. Official notification of the recipient will be made during the week of April 17-21, 2017. Public recognition of and acceptance comments by the recipient(s) will be made during the 2017 Commencement Ceremony. *Winners will need academic regalia for the ceremony.*

The application and selection processes will be carried out in compliance with the College's Equal Educational Opportunity Policy, Affirmative Action Policy, and Americans With Disabilities Act as stated in the currently applicable *University of New Mexico–Los Alamos Catalog*.

### Application Information

The completed application will consist of two parts: The Cover Sheet and the Project Narrative.

#### The Cover Sheet

The cover sheet asks for information about you and your proposed project. **Complete the Cover Sheet and attach it to your Project Narrative.** It will be removed from the Project Narrative during the selection process to facilitate objectivity. The Project Narrative will be re-linked to the author's personal information through the project's title and the author's Banner ID Number.

#### The Project Narrative

The Project Narrative should be no longer than 3 pages single-spaced in an easily readable 12-point font. If applicable, you may include 2 additional pages of graphics. Center your title at the top of page 1. At the bottom of each page, include a footer with the page number, the Project's title, and the author's Banner ID number.

The Project Narrative should contain the following elements (arranged in any order or mixed together, as you prefer):

A background showing how you came to think of the Project, how it illustrates your originality, creativity, and initiative;

An explanation of how you will carry out your Project and what the final product will be;

A discussion of how your Project will benefit you, the College, its coursework and/or its students.