

**CARNEGIE MELLON UNIVERSITY**  
Mellon College of Science  
*Inter Office Correspondence*

To: MCS College Council  
From: Gregg Franklin  
Date: December 2, 2005  
Subject: Proposed Revised Guy C. Berry Graduate Research Award Statement

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Based on the experience gained during the selection process for the first Guy C. Berry Award last spring, members of the Selection Committee made several suggestions designed to improve the selection process. The changes will also reduce the burden on the departments and the Selection Committee. The proposed revised award policy incorporates the following changes:

- Five copies of nomination cases to be delivered to the Associate Dean for Graduate Affairs instead of nine copies to the Associate Dean for Special Projects.
- Addition requirement of a Research Statement to be written by the candidate.
- Total number of supporting letters reduced from five to two.
- Guidance for the letter writers has been added.
- Reduction in the number of re-prints to zero or one.

**Purpose**

To encourage and recognize excellence in research by MCS graduate students

**Eligibility**

All graduate students in the Mellon College of Science are eligible for nomination. Each department in the college may nominate 1-2 graduate students. Students who have been nominated in the past, but who did not receive the award, are welcome to be nominated again.

**Selection Committee**

The recipient will be chosen by a committee appointed by the Dean of MCS that should include one faculty member per department and a chair to be appointed by the Dean. The faculty members serve two-year terms.

**Nomination Deadline**

Five copies of the nominations are to be submitted to the MCS Associate Dean for Graduate Affairs by the third Friday in March.

**Nomination Requirements**

Nominations should describe the qualities and activities of the nominee that make him or her an excellent candidate for the award. The nomination packet will include the following items.

- an up-to-date student CV
- Two nominating letters, typically one from the student's research advisor and one from another member of the faculty of Carnegie Mellon or other university. Letter writers are encouraged to include information that will make the candidate's dossier more accessible to a selection committee drawn from a broad range of scientific disciplines. This could include comments on the candidate's:
  - outstanding experimental or theoretical results,
  - creativity,
  - contributions to collaborative efforts, and
  - publications (including comments on the quality of the journals in which they appear).
- a one to two page research statement written by the candidate to the Selection Committee which clearly describes his or her research and future plans.

The packet may also include *one* pre-print or reprint that illustrates the quality of the nominee's research accomplishments.

**Selection and Presentation**

The Selection Committee operates under its own rules of procedure and communicates its decision to the Dean in April. The Guy C. Berry Graduate Research Award consisting of a certificate and check is presented to the recipient at the annual meeting of the MCS Faculty held at the end of the spring semester.

## Guy C. Berry Graduate Research Award **EXISTING VERSION APPROVED 10/2004**

### **Purpose**

To encourage and recognize excellence in research by MCS graduate students

### **Eligibility**

All graduate students in the Mellon College of Science are eligible for nomination. Each department in the college may nominate 1-2 graduate students. Departments may solicit internal and/or external letters of recommendation and may use these to determine the departmental nominee. Students who have been nominated in the past, but who did not receive the award, are welcome to be nominated again.

### **Selection Committee**

The recipient will be chosen by a committee appointed by the Dean of MCS that should include one faculty member per department and a chair to be appointed by the Dean. The faculty members serve two-year terms.

### **Nomination Deadline**

Nine copies of the nominations are to be submitted to the MCS Associate Dean for Special Projects by the third Friday in March.

### **Nomination Requirements**

Nominations should describe the qualities and activities of the nominee that make him or her an excellent candidate for the award. The nomination packet will include the following:

- a cover letter, typically from the student's research advisor, that summarizes the individual's accomplishments, including a discussion of research quality and impact,
- an up-to-date student CV
- up to four letters of recommendation from faculty who are familiar with the nominee's research (these may include any Carnegie Mellon faculty and/or faculty members from other universities), and
- up to three pre-prints or reprints to illustrate the quality of the nominee's research accomplishments.

### **Selection and Presentation**

The Selection Committee operates under its own rules of procedure and communicates its decision to the Dean in April. The Guy C. Berry Graduate Research Award consisting of a certificate and check is presented to the recipient at the annual meeting of the MCS Faculty held at the end of the spring semester.

### **About Guy C. Berry**