# **STARs Award Notification Instructions**

The following information is required on the Award Notification Form and is provided to allow for thorough information gathering prior to accessing the form as the STARs Award Notification Form cannot be saved prior to submitting. After completing all fields, check the “Send me my responses” box at the bottom of the form and provide an email address to receive an confirmation of the submission. After submitting the form, a blank form will reload in order for additional Award Notifications to be entered.

**Information Required to Submit the STARs Award Notification Form:**

1. Institution
2. Contact Name
3. Contact Email
4. Faculty Status
   1. Active Faculty
   2. New Hire Faculty
5. Where Recruited (If New Hire Faculty selected, list university where recruited, if applicable)
6. Faculty Name FORMAT: Last Name, First Name, Middle Initial (optional)
7. Ethnic/Racial Background
   1. Hispanic/Latino
   2. African American/Black
   3. White
   4. Asian
   5. Native American/Pacific Islander
   6. Unknown
   7. Other
8. Gender
   1. Female
   2. Male
   3. Other/Unknown
9. Field of Study
10. Award Amount
11. Award Date
    1. New Hire Faculty - enter effective employment date
    2. Active Faculty - enter date award was offered/accepted
12. Award Type
    1. Faculty STARs (Max $500,000)
    2. Rising STARs (Max ($300,000)
13. Use of Funds - Enter brief description of how funds will be used. Attach additional information if needed.
14. Award Rationale - Enter a brief description why candidate is worthy (i.e., Nobel Laureate, Emerging Researcher, etc.). Attach additional information if needed.
15. Attachment - Attach award letter as well as any additional information to support the institution's decision to provide a STARs award to the faculty member.