



Sunrise Award

The Sunrise Award honors permanent staff who have shown outstanding commitment to Purdue University and the Office of the Vice President for Research (OVPR). This award is bestowed annually to recognize staff members who contribute to the rise of new discoveries and partnerships through their willingness to take the extra step. For example, honorees may have been instrumental in the creation of new, innovative initiatives, they may have served as mentors to fellow staff members, or they may have increased productivity in their unit. In whatever capacity they serve, award winners exemplify a forward-thinking and responsive nature.

Eligibility:

1. All non-faculty permanent employees of OVPR/Discovery Park are eligible.
2. Recipients of the award shall be ineligible for reconsideration during the year following their award.

Selection Process:

1. A call for nominations will be issued by the OVPR in October of each year.
2. Nominations may be made by any OVPR/Discovery Park employee. It is expected that all nominations will be made without the knowledge of the nominee. The nominee's supervisor will be informed of the nomination.
3. The nominator should solicit supporting letters from co-workers and collaborators of the nominee.
4. A Selection Committee will review nomination materials and will select the awardee(s), subject to the final approval of the OVPR.
5. The Selection Committee will consist of three or four members – two members appointed by the VPR for 2-year terms and at least one of the previous year's award winner(s).
6. Up to three awards will be given, one in each of three categories: Clerical/Service, Administrative Assistant/Op Tech, and Administrative/Professional.
7. The award(s) will be presented at the annual Staff Recognition Reception in December.
8. If there are no nominations, or if in the opinion of the Selection Committee there are no qualified nominations, no awards will be made for that year.

The Award:

1. Each recipient of the Sunrise Award will receive:
 - A. An award of \$250.00.
 - B. An individual plaque.



Sunrise Award

Nomination Form for 2013

The Sunrise Award honors permanent staff who have shown outstanding commitment to Purdue University and the Office of the Vice President for Research (OVPR)/Discovery Park. This award is bestowed annually to recognize staff members who contribute to the rise of new discoveries and partnerships through their willingness to take the extra step. For example, honorees may have been instrumental in the creation of new, innovative initiatives, they may have served as mentors to fellow staff members, or they may have increased productivity in their unit. In whatever capacity they serve, award winners exemplify a forward-thinking and responsive nature.

I would like to nominate the following OVPR/Discovery Park employee for the Sunrise Award.

Nominee name: _____

Nominee position: _____

Name of supervisor: _____

Brief statement of nomination: _____

Please attach written documentation in support of your nomination (e.g., unsolicited and solicited letters, citations, compliments, awards and accomplishments).

Signature of nominator: _____

Name of nominator: _____

Nominator's contact info (phone/email): _____

**PLEASE SUBMIT THIS NOMINATION FORM AND SUPPORTING DOCUMENTS TO
Cathy Tanner/DP/HOVD by Monday, November 11, 2013.**