



If you've won an award, check out who else has won the award. What other awards have they won? You may also be competitive for these awards. This can be a good starting place for identifying awards.

### Check eligibility requirements ahead of time.

Do this to see how much lead time you need to prepare your application. Do you need to join a particular society? Is there a time-from-degree cut-off? Is this a pre-tenure award? Is the award administered through an internal nomination process? When is the internal deadline?

### Build internal deadlines for yourself and put them on your calendar.

When do you need to reach out to letter writers? Provide a significant amount of time. When do you need to follow up with letter writers? When should you prepare draft materials in order to get feedback from colleagues? Create alerts on your calendar to help you with this step

### Search for faculty on campus who may already be recipients.

Reach out to past recipients. Ask if they would be willing to share materials with you or would have the time to review your materials. Even having a coffee can provide crucial insight into the process and application materials. The Director of Faculty Recognition can also reach out on your behalf if you feel uncomfortable doing so. Knowing about an award deadline well ahead of time can be particularly important to provide time to reach out to these individuals.

### When selecting referees, make sure your list is not composed solely of your dissertation committee or postdoc advisor.