



## Office of Health Affairs - STARS Award Notification Instructions

The following information is required on the Award Notification Form. As the STARS Award Notification Form cannot be saved prior to submitting, it is strongly recommended that all necessary information is obtained prior to initiating a notification.

After completing all fields, check the “Send me my responses” box at the bottom of the form and provide an email address to receive confirmation of the submission. **If the automated confirmation email is not received, please check Spam or Junk folders and declare that is from a safe sender.** This will allow future emails to go directly to the in-box.

Once the form is submitted, a blank form will reload in order to enter additional Award Notifications. Forms can be submitted throughout the fiscal year as awards are made by the institution.

### INFORMATION REQUIRED TO SUBMIT THE STARS AWARD NOTIFICATION FORM:

1. Institution
2. Contact Name
3. Contact Email
4. Faculty Status
  - a. Active Faculty
  - b. New Hire Faculty
5. Where Recruited (If New Hire Faculty selected, list the institution where recruited, if applicable)
6. Faculty Name FORMAT: Last Name, First Name, Middle Initial (optional)
7. Ethnic/Racial Background (Optional)
  - a. Hispanic/Latino
  - b. African American/Black
  - c. White
  - d. Asian
  - e. Native American/Pacific Islander
  - f. Unknown
  - g. Other
8. Gender (Optional)
  - a. Female
  - b. Male
  - c. Other/Unknown
9. Field of Expertise/Discipline
10. Award Amount
11. Award Date
  - a. New Hire Faculty - enter effective employment date
  - b. Active Faculty - enter date award was offered/accepted



12. Award Type [Note: Amounts awarded above the maximum in any category will require a complete justification for the Use of Funds and Award Rationale sections]
  - a. Faculty STARS (Max \$1M)
  - b. Rising STARS (Max \$300K)
  - c. Translational STARS (Max \$1M)
13. **Use of Funds** - Enter a brief description of how STARS funds will be used. **Attach** a research plan and budget (within the guidelines for the use of funds), as well as a description of institutional funds and resources committed as part of the STARS award.
14. **Award Rationale** - Enter a brief description of why the candidate is worthy of this STARS award. **Attach** additional information such as the extent to which the recruitment/retention will provide outstanding scientific leadership, enhance existing programs and/or collaboration, target a significant area of importance to the institution, etc. This may also include recruitment/retention of a Nobel Laureate, Emerging Researcher, the promise of election to National Academy of Medicine, National Academy of Sciences, Institute of Medicine, etc.
15. **Attachments** - Attach the award letter, research plan, budget, and current CV for the awardee, as well as additional information to support the institution's decision to provide a STARS award to the faculty member