

## Student Award Proposal Form – OUWB Committee on Student Awards

This form is to provide information regarding the proposal of a student award to be formally recognized by the OUWB School of Medicine. Formally recognized awards must be vetted by the Committee on Student Awards and approved by the Executive Committee. Internal forms of recognition (e.g. awards solely within a unit or organization) do not require approval.

### Contact Information

Please provide contact information for communication during the approval process.

**Name:**

**Phone number:**

**Email:**

### Award Information

Please provide detailed information about the proposed student award.

**Award name:**

**Name of awarding body** (organization, department, etc.):

**Description:**

**Rationale** (alignment with school mission, importance to goals, recognition of special effort, etc.):

**Award frequency** (e.g. one-time, annual, semester, etc.):

**Number of recipients** (per year):

**Financial component?**    \_\_\_ Yes        \_\_\_ No

If yes,

**Amount per recipient:**

**Total amount:**

**Funding source:**

**Would you like the recipient to be acknowledged at their M4 Honors Convocation?**    \_\_\_ Yes        \_\_\_ No

## Selection Process

**Eligibility requirements** (e.g. M4 students, students enrolled in a course/clerkship, etc.):

**Who will select nominees?**

**Nominee selection process:**

**Who will evaluate nominees?**

**Evaluation criteria:**

**Winner selection process:**

**When and how will the winner be notified?**

Upon completion, please submit this form and all supporting documentation (selection rubric, etc.), as applicable, to Keith Engwall ([engwall@oakland.edu](mailto:engwall@oakland.edu)), Chair of the Committee on Student Awards (CSA). The CSA will review the proposal for compliance with pertinent OUWB and OU policies, as well as financial and development requirements. All communication will be made with the contact listed on this form. Pending review and revisions, as necessary, a recommendation will be made to the Executive Committee. The CSA will communicate the final decision to the contact on this form. Please direct any questions to Keith Engwall. Thank you.