

# Association of Retired Faculty (ARF) Graduate Project/Thesis Memorial Award Application 2024

The purpose of the award is to recognize excellent scholarship and provide financial support for graduate student creative activities that are a required part of a master's program. Several awards of \$2,500 each will be given. Two or more students working on the same project may apply for an award, submitting one application. If a joint project is chosen for an award, the money will be divided, and one presentation will be given. In the following application directions, "project" refers to a required culminating experience in a CSUN master's program.

## Application Procedure

Submit your application with a cover sheet that includes your Project Title, your name, Department, and a short Abstract (single line spaced, 12-point font, and limited to no more than 150 words). Attach a Summary Description of your project, limited to not more than four pages, single line spaced in 12-point font, with one-inch margins. The application must include selected scholarly citations relevant to the project; these may be included in the body of the application or as an attached list. The cover page and citation attachment will **not** be counted in the four-page application limit.

1. In the Summary Description, address each of the following criteria:
  - State the purpose of the project and your method for achieving that purpose.
  - Show that you have the necessary skills for the project (*see RESUME requirement below*).
  - Present evidence that you will/have achieve(d) the project's purpose.
  - Give a realistic timeline for completing the project and state what you have accomplished so far.
  - Demonstrate that your project is significant *in your field*.
  - Write your project Summary Description in language understandable to an educated lay person (avoid jargon or highly technical terms unique to your field).
  - **OPTIONAL** - you may also submit, as an addendum, a *returnable* portion or sample of your project, not to exceed the equivalent of five double-spaced pages (*not included in 4-page limit*); or a short digital music/video sample of your work.

***Failure to follow the guidelines listed above will result in your proposal not being considered.***

2. Submit a resume, two-page maximum, that includes your education, academic and professional-related job positions (if any), and any creative, academic, and professional contributions to the discipline.
3. Two letters of recommendation in support of your project and of yourself, are to be **submitted by the recommenders**, to the chair of the ARF Awards committee, [tim.fox@csun.edu](mailto:tim.fox@csun.edu), by 5:00 PM on Friday, March 22, 2024. One of them must be from the CSUN faculty member supervising your project.
4. **Awardees** must agree to write a short description of their project, provide a picture of yourself with a short biographical sketch, and answer a couple of questions about what they have learned while doing their award project. This information will be published in the ARF Newsletter for the benefit of ARF members not able to attend your presentation on campus. Each awardee must also present a 10-to-15-minute oral presentation at an ARF Awards Brunch, in May 2024. Suggested guidelines will be provided.

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Submit your application no later than March 22, 2024, by 5:00 PM, by email, to [tim.fox@csun.edu](mailto:tim.fox@csun.edu) For questions concerning this award or application procedure, contact the ARF Awards Committee Chair, Timothy Fox, by email to [tim.fox@csun.edu](mailto:tim.fox@csun.edu).

**Association of Retired Faculty (ARF) Graduate Project/Thesis  
Memorial Award Application 2024**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student I.D. # \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Major \_\_\_\_\_ Department \_\_\_\_\_

*If two or more students are submitting one proposal, duplicate this form and provide information for each student.*

**Two individuals writing letters of recommendation:**

**Letters of recommendation are to be sent by the recommenders to Timothy Fox, Chair of the ARF Awards committee, by email to [tim.fox@csun.edu](mailto:tim.fox@csun.edu), by 5:00 PM on March 22, 2024.**

1) CSUN Professor supervising your graduate project or thesis

Name \_\_\_\_\_

Phone \_\_\_\_\_ Preferred Email \_\_\_\_\_

2) Second referee

Name \_\_\_\_\_

Phone \_\_\_\_\_ Preferred Email \_\_\_\_\_

Address (if not CSUN) \_\_\_\_\_

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