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## Research Spot Awards for 2020 - 21

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**Randy H. Katz Vice Chancellor for Research (control units)** <CALmessages@berkeley.edu> Mon, Mar 1, 2021 at 6:10 PM  
To: calmessages\_communication@lists.berkeley.edu



*This message is being sent to all Research Division Employees.*

Dear Colleagues:

I am pleased to announce the call for nominations for the FY21 Research Spot Awards Program for Vice Chancellor for Research (VCR) Units. Note that the campus has eliminated the Achievement Awards portion of the STAR Plan, and reallocated funding for Spot Awards only. The nominating period is March 1 through April 30, 2021.

This recognition program acknowledges special accomplishments and specific projects from PPSM and CX represented staff employees. I invite you to [submit a Spot Award nomination](#) on behalf of an employee who deserves recognition for exemplary effort on a specific, short-term project. (SMG members are ineligible for STAR awards.)

Nominations from supervisors, managers, and other campus individuals signify that a colleague has noticed outstanding performance. The Spot Awards also identify and reinforce the [operating principles](#), behaviors, and values that are important on campus. Nominees must have a home department that [falls under the Research division](#).

If you have any questions, please contact Mel Mejia in my office at [mmejia@berkeley.edu](mailto:mmejia@berkeley.edu).

Thank you for taking the time to participate in the Research Spot Awards.

Sincerely,

Randy Howard Katz  
Vice Chancellor for Research

### Award Type

[Spot Awards](#) are designed to recognize special contributions, as they occur or on the spot, for a specific project or task accomplished over a relatively short time period. The award also provides for team nominations. The award amount for either type is **\$500** and limited to two awards per employee, per fiscal year.

### Criteria

The [Berkeley Operating Principles](#) comprise the criteria for both the Achievement and Spot Awards. Nominations should reflect at least one of the five Principles:

- We include and excel, together

- We imagine and innovate
- We simplify
- We are accountable to each other
- We focus on service

## Nomination and Review Process

To submit a nomination, please complete the online [Research Spot Award nomination form](#). All nomination forms must be approved by the employee's supervisor. Supervisors will receive an email approval prompt from Smartsheet, so please ensure that you've contacted the nominee's supervisor prior to your submission.

Nominations should recognize work performed during the 2020-2021 fiscal year and include specific examples of the employee's accomplishments. The VCRO may contact nominators for additional information.

An internal VCRO panel will continuously review Spot Awards throughout the nomination period until the final deadline.

Note that eligible Berkeley Regional Services (BRS) staff [should be nominated](#) through their respective [Regional Director](#).

## Deadline

Accomplishments during FY 2021 are eligible.

The final Research deadline will be:

**Friday, April 30, 2021**

Nominations may be submitted at any time between March 1 through April 30. Final decisions on all awards will be made within 2-3 weeks after submission. The VCRO will notify Managers, Supervisors and Nominators of employees who have received an award. Award letters and certificates will be emailed to employee supervisors, and the VCRO will process payment for the closest pay cycle end dates contingent upon final decisions.

Please contact Mel Mejia by email at [mmejia@berkeley.edu](mailto:mmejia@berkeley.edu) with any questions. Please visit People and Culture for a full summary of the [Spot Awards Program](#), Eligibility Criteria, and FAQs.

Please distribute this communication within your units and print copies for those employees who do not have access to email or a computer.

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