



April 23, 2020

TO: Department Chairs, Program Directors, Department Managers, and Program Managers

FROM: Jill Dolan, Dean of the College

RE: Academic Prizes, Awards, and Class Day, 2020

I'm writing to remind you of the process for requisitioning undergraduate prizes and awards, which is slightly different this year because of our virtual instruction program. Also included below is a note about plans for Class Day.

- Please submit the names of prize- and award-winners using the online form available at this secure link: <http://odoc.princeton.edu/faculty-staff/undergraduate-prizes>. Access to the form will be provided to department and program managers as well as undergraduate administrators.
- **The online form will open on Monday, May 4. You can view the balance available in the prize fund through the portal. The form will close at 1:00 p.m. on Wednesday, May 27.**
- Students will receive monetary awards via electronic fund transfers (EFTs), that is, direct deposit. Funds will be transferred to the account the student has recorded with the University. Students who have not registered for direct deposit will receive a check from Financial Services at the home address they have on file. Students will receive an email in early June to notify them of the EFT or mailed check.
- Do note that prize certificates will be delivered to the students' home addresses this year.

As you know, the window of time in which prize recommendations and payments are processed and certificates are prepared is narrow. We appreciate your efforts to requisition awards promptly.

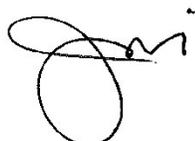
Let me also remind you that Class Day events this year must be virtual. You and your department colleagues can decide how you'd like to manage that moment, including how you distribute awards and how you honor those who've received them. You're more than welcome to use the Class Day slots previously assigned to host virtual events.

Although next year's on-site Commencement activities are still being planned, it's not clear that there will be time for in-person formal Class Day events in 2021. I'd encourage you to celebrate your students virtually now.

Should you have questions about the awards process, please contact Vicky Glosson (vtgt@princeton.edu or 609-258-7379). Should you have questions about how to stage Class Day, feel free to contact me directly.

Thanks so much for your attention and cooperation. Good luck with the end of this very unusual semester.

Warm best,



cc: Justin Bronfeld, Office of the Registrar
Elizabeth Colagiuri, Office of the Dean of the College
Brandon Gaines, Financial Support Services
Kristine Gindele, Office of the Dean of the College
Vicky Glosson, Office of the Dean of the College
Polly Griffin, Office of the Registrar
Kristy Holmes, Office of the VP for Finance and Treasurer
Kislay Kaushik, Finance Technology, Office of the VP for Finance and Treasurer
Catherine Kossou, Office of the Dean of the College
Peter Krivcov, Gift and Endowment Accounting, Office of the Controller
Jaysen LeSage, Office of the Dean of the College
Scott Mironov, Office of the VP for Finance and Treasurer
Anthony Morreale, Print and Mail Services
Daniel Richlin, Office of the Controller