



May 3, 2023

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

FROM: Jill Dolan, Dean of the College

RE: Academic Prizes, Awards, and Class Day 2023

Colleagues, I'm writing to remind you of the process for requisitioning undergraduate prizes and awards for Class Day 2023.

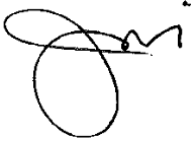
- Please submit the names of prize- and award-winners using the online form available at this secure link: <https://prizes.princeton.edu/>. Access to the form will be provided to department and program managers as well as undergraduate administrators.
- **The online form will open on Monday, May 8. You can view the balance available in the prize fund through the portal. The form will close at 1:00 p.m. on Wednesday, May 24.**
- Students will receive monetary awards via electronic fund transfers (EFTs, which are direct deposits). 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 late May to notify them of the EFT or mailed check.
- Do note that prize certificates will be delivered to departments prior to Class Day (May 29).

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.

Should you have questions about the awards process, please contact Vicky Glosson (vtgt@princeton.edu or 609-258-7379).

Thanks so much for your attention and cooperation.

Warm best,

A handwritten signature in black ink, consisting of a large, stylized loop followed by a smaller loop and a short horizontal stroke.

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
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
Tracy Kueny, Office of the Dean of the College
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
Rebekah Peeples, Office of the Dean of the College
Daniel Richlin, Office of the Controller
Emily Shandley, Office of the Registrar