



April 29, 2024

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

**FROM:** Jill Dolan, Dean of the College

**RE:** Academic Prizes, Awards, and Class Day 2024

Colleagues, I write to remind you of the process for requisitioning undergraduate prizes and awards for Class Day 2024.

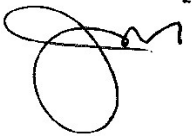
- Please submit the names of prize- and award-winners using the online form available at this secure link: <https://prizes.princeton.edu/>. Access to the form will be provided to department and program managers as well as undergraduate administrators. This site also includes [current guidelines](#) for the amount and number of prizes, for your reference.
- **The online form will open on Wednesday, May 1. 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 22.**
- 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.
- Prize certificates will be delivered to departments prior to Class Day (May 27).

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](mailto:vtgt@Princeton.edu) or call 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  
David Burden, Print and Mail Services  
Lasha Carey, Financial Service Center  
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  
Marianne King, Office of the Dean of the College  
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  
Rebekah Peoples, Office of the Dean of the College  
Daniel Richlin, Office of the Controller  
Emily Shandley, Office of the Registrar