



## The Nomination Process for an ACS National Award

*The integrity and quality of all awardee selections should reflect the premier status of the ACS national awards for recognizing excellence in contributions to the chemical sciences and society.*

The nomination process for ACS National Awards is done online and is simple to complete, if you have all the materials prepared prior to logging into the nomination system. To begin, log in using your last name and ACS member number or your ACS ID and password. We strongly encourage the formation of a nomination team at your place of employment or within your local section or division to annually identify and nominate worthy individuals who exemplify the mission of the ACS National Awards Program and meet award criteria.

Nominators have five particular requirements to address. They are expected to:

- supply all the information requested in the application link (<https://www.nominate.acs.org>);
- make certain your nominee meets the specific eligibility requirements of the award described on the national awards' website;
- clearly address how your nominee meets all set criteria for the award, including the criteria used for award selection;
- identify two individuals to provide primary and secondary support letters; and,
- submit a complete nomination by the November 1<sup>st</sup> deadline.

Nomination materials should be prepared using Word or PDF format before starting the online process. You may want to ask a colleague or others on the nominating team to critique the nomination materials. Please review the Awards Nomination User Guide at <http://www.acs.org/content/dam/acsorg/funding/awards/national/awards-nomination-user-guide.pdf> for details about each of the following nomination entries:

- the nominee's ACS member number;
- a suggested citation of no more than 25 words for use if the nominee receives the award;
- a recommendation of no more than 750 words that addresses the award and selection criteria;
- a list of 20 or fewer outcomes: publications, products, patents, achievements, consequences, etc. that are aligned with the award and selection criteria and other nomination materials;
- a brief biographical sketch of no more than two pages that focuses on criteria for the award; and,
- a required support letter of no more than 400 words that addresses the criteria and a second support letter (optional, but recommended) that addresses the criteria.

Additional criteria used by selection committees in selecting award winners include:

- alignment of work with the award's purpose, eligibility, and/or criteria;
- significance and impact of this work on the field/discipline and on the chemical enterprise;
- excellence of the work;
- innovativeness of the approach used;
- potential or realized impact and benefits of the work on society; and,
- service to the scientific community.

Please remember to pay particular attention to addressing the specific award criteria and the additional criteria used by the selection committee in selecting award winners. This approach is crucial in all the nomination materials, including the brief biographical sketch. The selection committee will use only what is submitted in the nomination package in selecting the award winner.