



AMSUS Awards Program Submission Guidance & FAQ

All nominations are submitted via an online system that can be accessed at <https://www.amsus.org/professional-development/amsus-awards-program/>.

In order to submit a nomination for an AMSUS award, you will need the following information available:

- Your contact information as the nominator.
- Contact information of the person being nominated.
- Narrative that describes the accomplishments and the importance of those actions in 3,000 characters or less. Paragraph format preferred. Hint: the text can be cut and pasted into the submission site.
- CV/Resume/Biography (no more than 3 pages) for the nominee to be uploaded in pdf format.
- Letter of Recommendation from the individual's organization/agency to be uploaded in pdf format.

Limit the use of abbreviations and acronyms as they can be confusing to the reviewers. If you do use them, please spell them out.

Information is saved as it is entered. You may begin a submission, leave the submission portal, and then come back later to make any needed changes. The nomination is not COMPLETE until you hit the SUBMIT button. Only COMPLETED submissions move to the scoring round.

Q: Who can submit an award nomination?

A: Anyone can submit a nomination.

Q: Do nominees have to be AMSUS members?

A: No, membership is not required.

Q: When are nominations due?

A: The nomination period is from 1 March – 1 June 2020. All nominations MUST be submitted by 1 June. Only COMPLETED submissions are considered and moved to the scoring round. The submission dates were moved up at the request of some of the agencies as many relocate during the summer month.

- Q:** Will the deadline be extended past 1 June 2020?
- A:** No. The timeline does not allow for an extension to the submission period. Please plan accordingly so that submissions are completed by 1 June 2020.
- Q:** Can I nominate someone who received an award last year?
- A:** Yes, but an individual cannot win the same award more than once.
- Q:** I can't upload attachments from my government computer. What can I do?
- A:** Email the file to awards@amsus.org along with the nominee name and the award category. We will upload the file(s) for you and let you know when it is complete. At that point you may review and then hit the submit button to complete the submission.
- Q:** I submitted an award nomination in 2019, is my login/password still valid?
- A:** No. In 2020 you must create a new account. You can use the same email address as you did in 2019, but a new access code will be assigned. You must also acknowledge the GDPR (General Data Protection Regulation) Guidelines before access to the site is granted the first time.
- Q:** When and how will award recipients be notified?
- A:** Award recipients, and the nominator, will be notified by email by the end of July.
- Q:** When are awards presented? Do I have to be present?
- A:** Awards are presented at the Awards Banquet which will be held on Wednesday 9 December during the Annual Continuing Education Meeting 7–10 December 2020. If the awardee is not able to attend in person, alternative arrangements are made wherever possible.
- Q:** How is AMSUS Annual Dinner attendance by awardees funded?
- A:** AMSUS provides a dinner ticket for the award recipient and a guest. Registration and attendance at the AMSUS Annual meeting is not required but is highly encouraged. AMSUS is not able to fund travel to either the Annual Meeting or the Awards Banquet.

If you have a question that has not been addressed here please contact
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