

## **GWIMS Leadership Award Submission Requirements**

The following information *is required* when submitting a nomination. Compiling the materials ahead of time expedites the submission process.

### **Individual Award Submissions**

- Bio/summary (not to exceed 300 words). Summaries should focus on the nominee's work with/on behalf of women in medicine and science
- Curriculum Vitae
- One nomination letter (up to three pages maximum)

Please submit a detailed nomination letter highlighting the nominee's impact on women in academic medicine and science.

The nomination letter must address, at a minimum, each of the following areas of contribution:

1. How long, and over what period of time has the nominee contributed to women's advancement and gender equity work?
2. Describe any institutional role(s) the nominee has now or has had in the past related to women's advancement and gender equity (Dean for Women, Faculty Affairs, Chair of Group on Women in Medicine and Science, etc.). Please address the length of time the nominee has been in formal role(s), if applicable.
3. Describe the impact and any metrics used to measure the nominee's success.
4. Describe the nominee's most significant accomplishment related to advancing women in medicine and science.
5. Describe any barriers or challenges to this work, and how the nominee overcame them.
6. Describe the support (if any) the nominee has received to carry out gender equity work (i.e., administrative support, funding, grants, FTE, travel, etc.).

\*Please note the nomination letter may be co-signed by up to four individuals. Multiple letters will not be accepted.

## Organizational Award Submissions

- Summary/description of the organization or program (not to exceed 300 words). Summaries should focus on the nominee's work with/on behalf of women in medicine and science
- Letter of support from one stakeholder (up to two pages maximum)
- One nomination letter (up to three pages maximum)

Please submit a detailed nomination letter highlighting an overview of the organization, including the context and outcomes of achievements as well as important milestones and collaborations or partnerships with internal/external groups or departments.

The nomination letter must include the following elements:

1. A brief history of the program or organization.
2. Description of the specific efforts to the advancement of women as described in the elements listed above.
3. Description of any formal role the organization has within the institution (e.g., is it a department of women, part of D&I, a committee).
4. Description of any formal role that the program may have within the organization (i.e., Office for Women Faculty; Office for Diversity Equity and Inclusion). If the nominee is not the specific office but a program, address if the program is part of a specific office or department.
5. Description of the activities of the program or organization.
6. Description of organizational or program data and outcomes to support the impact of the organization or program.
7. Description of resources available to conduct the work (FTE, funding administrative support, grants, travel).

\*Please note the nomination letter may be co-signed by up to four individuals. Multiple letters will not be accepted.