

Award Submission Requirements

SHM's Awards of Excellence 2023

Austin, TX | March 26-29, 2023

All Submissions Require the Following

(with the exception of the Teamwork and Jr. Investigator Awards):

- Nominee's name, title, organization, phone number, email address, title, and practice setting. (if this is not a self-nomination, include your relationship to the nominee)
- SHM Affiliation (Member, Fellow, SIG Member, etc.)
- One letter consisting of at least one paragraph, either self-nominating or from another party addressing the specific criteria, which are the basis for evaluation for the award of the nominee being considered
 - Letter of reference should:
 - Not exceed 1 page in length.
 - Single Spaced
 - No smaller than 11-point font
 - No smaller than standard margin spacing (1-inch on all sides)
- **The maximum number of nominations per nominee, per category is 3.** The first 3 nominations submitted chronologically will be reviewed. Any additional nominations, per nominee, per category, will not be reviewed.

Teamwork Award Applicants

1. Nomination Cover Letter

- A complete listing of the individual team members, their professional backgrounds, and their roles in the team project, including a succinct description of the leadership role played by a hospitalist team member.
- Information about the team and/or process not included in the abstract, including:
 - The nature/process of the collaboration, and how the program improved system processes and patient outcomes (include process and outcomes measures)
- Explain how this work impacted Hospital Medicine specifically.
- The innovative aspect of the collaborative approach
- The portability/transferability/scalability of the intervention to other institutions

2. Abstract

- Limited to 2500 words (abstracts greater than 2500 words will not be accepted).
- To include:

- Background
- Detailed methods addressing:
 - How the team worked together
 - How goals were attained

3. Letters of Support

- At least one, but no more than two, letters of support from a senior hospital administrator (Chief Nursing Officer, Chief Medical Officer, Director of Quality Improvement, or equivalent leader).
- Should include an institution where the project has been implemented.
- If more than two letters are submitted, the team lead nominee will be contacted to specify which should be considered; letters should indicate if the confidentiality of content is waived.
- Up to two letters may also be submitted from other institutions that have adopted the intervention (if more than two letters are submitted, team lead nominee will be contacted to specify which should be considered; the letter should indicate if the confidentiality of content is waived)

4. Disclosure statement

- Should indicate any direct, indirect, or pending project or faculty support from sources outside the home institution.

5. The maximum number of nominations per nominee per category is 3. The first 3 nominations submitted chronologically will be reviewed. Any additional nominations, per nominee per category, will not be reviewed.

Jr. Investigator Award Applicants

Earn recognition for your research. SHM's Junior Investigator Award was created for junior/early-stage investigators, defined as a faculty in the first 5 years of their most recent position/appointment. Applicants must be a hospitalist, clinician-investigator, or a non-clinical investigator whose research interests focus on the care of hospitalized patients, the organization of hospitals or the practice of hospitalists. Applicants must be members of SHM in good standing. Nominations from mentors and self-nominations are both welcome.

Required Documents:

- A single page cover letter that expresses the applicant's interest in the JIA award and confirms that they meet eligibility criteria.
- A letter of support from the department chair or supervisor (not to exceed 1 page).
- Standard NIH Bio sketch (not to exceed 5 pages).
- A one-page description of Specific Aims or Personal Aspirations. This document may be a specific aims page from a career development award and describes the key focus of the candidates proposed research. Alternatively, the candidate may submit an overview of their research interests and how these intersect the practice of hospital-based medicine.
- Supplementary information (not to exceed 3 pages) which should include each of the following:
 - Area of Interest and Impact of research: the anticipated impact the research may have/has had on hospital medicine, the practice of inpatient medicine or policies related to hospital-based care on a local, regional, or national level.
 - Career achievements and milestones: these should describe the candidate's achievements in the form of scholarly products (e.g., abstracts, peer-reviewed publications, intra- and extra-mural grant funding, national/international invited talks).

- *Engagement with the Society of Hospital Medicine:* the candidate should describe in detail their involvement with the Society, including but not limited to: years of SHM membership; involvement with SHM committees, task forces or panels for scientific meetings; representing SHM for other societies, mentoring within SHM, participation/leadership in SHM programs or research; presentation of research at SHM meetings (abstracts, posters, and oral sessions); participation at SHM local or regional meetings (including local chapters); attendance at various SHM-sponsored activities including the SHM Academic Summit, the [Academic Hospitalist Academy](#), etc.
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Additional Requirements and Notes:

- All nominees must be SHM members and have service to the Society of Hospital Medicine (Ex. Attended a local or regional meeting, on a SIG, a fellow/senior fellow, involved in a committee etc.).
- Any current SHM member other than Board members, officers, previous individual award winners or SHM awards committee members is eligible to apply.
- Nominees may be self-nominated.
- Please review the criteria for each award as some awards have further eligibility standards, including the Teamwork Award.
- No more than three nominations for each candidate will be accepted.

Not a member but interested in joining? View more information [here](#).

Winners Will Receive:

- Complimentary meeting registration to SHM Converge 2023*
- Recognition on stage at SHM Converge 2023
- Acknowledgement in The Hospitalist, SHM's monthly news magazine, and on SHM's main website.
- Recognition in press releases to local and state outlets

**Excludes pre-course registration. Recipients of the Excellence in Teamwork in Quality Improvement Award receive recognition at Annual Meeting and complimentary registration for up to 4 team members.*