

## AMSUS Awards Program Submission Guidance & FAQ

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 on their mission or in their organization in 3,000 characters (including spaces and carriage returns) or less. *Suggestions: Paragraph format preferred ; text can be cut and pasted into the submission site ; leave some characters for spacing and formatting.*
- 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. This confirms the organization/agency is aware of the nomination.
- Limit the use of abbreviations and acronyms as they can be confusing to the reviewers. If you do use them, please spell them out.
- Do not use a performance report as the nomination tool. It does not help the reviewers.

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, but encouraged.

**Q:** When are nominations due?

**A:** The nomination period is from 6 July – 15 October 2022. All **COMPLETED** nominations **MUST** be submitted by 15 October. The deadline will not be extended.

**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:** When and how will award recipients be notified?

**A:** Award recipients, and the nominator, will be notified by email in late November/early December.

**Q:** When are awards presented?

**A:** Awards are presented at the AMSUS Annual Meeting in February 2023. If the awardee is not able to attend in person, alternative arrangements are made wherever possible.

Questions? Please contact [awards@amsus.org](mailto:awards@amsus.org)