

## 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 on their mission or in their organization in 3,000 characters (including spaces and carriage returns) or less. Paragraph format preferred.
  - Hints
    - the text can be cut and pasted into the submission site
    - suggest you leave some characters for spacing and formatting; it helps the reviewers with their process
- 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. Find membership information here. <https://www.amsus.org/membership/>

**Q:** When are nominations due?

**A:** The nomination period is from 1 June – 3 September 2021. All nominations MUST be submitted by 3 September. Only COMPLETED submissions are considered and moved to the scoring round.

**Q:** Can you provide an example of a submission?

**A:** No, it is not possible to provide examples of submissions. Too much information would need to be removed, making it unusable as an example.

**Q:** Will the deadline be extended past 3 September 2021?

**A:** No. The timeline does not allow for an extension to the submission period. Please plan accordingly so that submissions are completed by 3 September 2021.

**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](mailto: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 2020, is my login/password still valid?

**A:** Yes, if you remember what the password was. If not, you will need to create a new account.

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

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

**Q:** When are awards presented? Do I have to be present?

**A:** Awards are presented at the Awards Banquet which will be held during the Annual Continuing Education Meeting 7–10 February 2022. 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 AMSUS award recipient and a guest. Registration and attendance at the AMSUS Annual meeting are 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 [awards@amsus.org](mailto:awards@amsus.org)