ACS Award Timeline for National Award Nominations

July 1, 2016
2016 Nomination Open Period

August 2016
2017 Winners Announced

October 2016 - April 2017
2018 Selection Committee Appointment Process

November 1, 2016
2018 Nomination Period Closes

January - June 2017
2018 Selection Committee Review Process

March 2017
National Awards Ceremony

For more information, contact awards@acs.org or (202)872-4575

www.acs.org/content/acs/en/funding-and-awards

ACS Award Nomination Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Information</td>
<td>For the nominator, nominee, and support letter writers. This information can be searched in the online system by name or member number. If the nominee is a nonmember, the contact information can be entered in the online database by selecting Create New Nominee. Next option will appear after the nominee's name has been entered. Please include the email address, prefix (Dr., Mr., Miss.), organization, job title, full addresses, and telephone numbers.</td>
</tr>
<tr>
<td>Citation</td>
<td>Include a description of the work that can be inscribed on the award certificate (e.g., For his or her outstanding accomplishments, ...).</td>
</tr>
<tr>
<td>Recommendation Letter</td>
<td>Include why the nominee's accomplishments should receive the award. The letter should describe the nominee's work and how it's aligned with the purpose, eligibility, and criteria of the Award, the impact on the discipline, the significance (scientific or otherwise) of this effort, and the benefits to the society.</td>
</tr>
<tr>
<td>Biographical sketch</td>
<td>Brief biographical sketch (2 pp) that focuses on the award and selection committee criteria. If award specifies degree and date information, please include. Please do not include a list of publications and patents.</td>
</tr>
<tr>
<td>List of Nominator's Most Significant Publications and Patents (20 maximum)</td>
<td>Address the general area of the Award's purpose. For the ACS Award for Creative Invention, a copy of the patent must be submitted with the nominating documents.</td>
</tr>
<tr>
<td>Support Letter (40 words or less)</td>
<td>One support letter is required. A second support letter is optional, but strongly encouraged. Support letter writers are not required to be members of the Society. Supporter's contact information should be included in the letter, preferably on letterhead. To assist the selection committee in its deliberations, the support letter should contain information not addressed in the recommendation letter. The support letter(s) should clearly describe the impact of the work on the discipline, the significance of the research findings, and the way the award's purpose and criteria have been met.</td>
</tr>
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Nominations for the 2018 ACS National Awards close on Nov. 1

www.nominate.acs.org

Have Questions?

Type them into questions box!

"Why am I muted?"
Don’t worry. Everyone is muted except the presenter and host. Thank you and enjoy the show.
We will begin shortly at 3pm ET

Slides available now! Download them from the GoToWebinar.

www.acs.org/acswebinars

Becoming “Award Ready”

Co-produced by
the ACS Board Committee on Grants and Awards, the Women Chemists Committee, and ACS Webinars

Tuesday, September 20, 2016
3:00-4:00 pm EDT
Becoming “Award Ready”

Amanda Bryant-Friedrich
Dean, College of Graduate Studies
The University of Toledo

Les McQuire
Global Program Team Director & Program Management Head
Novartis Oncology

Moderator: Amber Charlebois
Chair, Women Chemists Committee
Lecturer, State University of New York at Geneseo

ACS national awards nominees were 17% female for 2017, compared to 14% female in 2016.

ACS membership is 29% female.

More nominations are still needed:

Nominate a woman chemist for an award this November!
Audience Survey Question
ANSWER THE QUESTION ON BLUE SCREEN IN ONE MOMENT

Do you know anyone who deserves to receive an ACS National Award?

• Yes
• No
• Possibly and I am here to find out how

AND THE SURVEY SAYS...

***Do you know anyone who deserves to receive an ACS National Award?

<table>
<thead>
<tr>
<th>Option</th>
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</tr>
</thead>
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<tr>
<td>Yes</td>
<td>40</td>
</tr>
<tr>
<td>No</td>
<td>20</td>
</tr>
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Interactive Panel Discussion

Increasing Successful Nominations from Underrepresented Groups
August 23, 2016
252nd ACS National Meeting

Key points:

• The nomination and selection of awards are serious, professional, and important processes

• These processes all fit together in a comprehensive and cohesive manner

• Understanding the entire nomination and selection process and where things can go wrong will provide a sense of what will get results

Audience Survey Question

Have you ever nominated anyone for a ACS National Award?

• Yes, I have nominated people multiple times before
• Yes, I have nominated a person once before
• No, I have never nominated anyone but plan to now
• No, I have never nominated anyone and probably will not
Audience Survey Question

AND THE SURVEY SAYS...

***Have ever nominated anyone for an ACS National Award?***

- Yes, I have nominated people multiple times before (20%)
- Yes, I have nominated a person once before (10%)
- No, I have never nominated anyone but plan to now (40%)
- No, I have never nominated anyone and probably will not (30%)

Becoming “Award Ready”

Amanda Bryant-Friedrich
Dean, College of Graduate Studies
The University of Toledo

Les McQuire
Global Program Team Director & Program Management Head
Novartis Oncology

Moderator: Amber Charlebois
Chair, Women Chemists Committee
Lecturer, State University of New York at Geneseo
Are You Award Ready?

Amanda Bryant-Friedrich
Dean, College of Graduate Studies
The University of Toledo
Toledo, Ohio 43606

Why are underrepresented minorities not the recipients of scientific awards?

- We do not apply
- Bias across the scientific landscape
- Lack of understanding of the process for nomination
- No outreach by organizations to the audiences that are targeted
- Not coached to fulfill the criteria required for success, No advocacy and sponsorship
- Not members of the networks that nominate (the machine)
Why we do not apply?

- 17% of ACS national award nominees were female (2017)
- ?% were from groups underrepresented in chemistry
- No one who looks like me has ever won the award
- Lacking the network to get the support needed
- Never ready
  - Different priorities
  - Lack of understanding of the process
  - Not a part of the informal conversations that lead to preparation

Bias across the scientific landscape

Bias across the scientific landscape

- Conscious bias
- Implicit bias
- Lack of critical mass
- Lack of diverse panel members
- Bias in awarding research funding
- Bias in publication review
- Bias in the selection of conference speakers

Lack of understanding of the process for nomination

- No outreach by organizations to the audiences that are targeted
- Where are the potential female/URM applicants for the award?
- What has hindered positive review of the nomination packages from these groups?
Not coached to fulfill the criteria required for success... No mentoring, advocacy and sponsorship

- Mentoring throughout your career
- Coaching in the process of career building through package preparation
- Advocate with the influence and network to have an impact on decision maker
- Sponsor at the table

The Machine
Are you award ready?

- Do you believe you are doing great science?
- Is it creative?
- Does anyone know what you are doing?
- Do you have a sponsor, advocates, champions AND mentors?
- Are you prepared to let others know how great you are?

Audience Survey Question

ANSWER THE QUESTION ON BLUE SCREEN IN ONE MOMENT.

Are you award ready?

- Yes, most definitely
- I am almost ready
- No, not right now, but I will be
- No, I am more interested in nominating
**Audience Survey Question**

**AND THE SURVEY SAYS...**

***Are you award ready?***

- Yes, most definitely
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**Nomination Packages are Important!**

Les McQuire  
Global Program Team Director, Novartis  
Councilor, North Jersey ACS Section
Nomination Packages are Important and Require Time and Effort

- The potential nominees have dedicated huge amounts of thought, time and energy to their work.

- Effective nominations require some of the same commitment.

- Scientific excellence is a given but the nomination needs to explain the work and put it in context.

Nominations Should Position the Nominee in the Best Possible Light

- **Nominations should:**
  - Highlight the achievements
  - Put the work in context
  - Explain why the nominee is deserving of the particular award
We Know How to Highlight People’s Strengths and Achievements

- Nomination letters and packages are not that different from other documents
  - Reference letters
  - Promotion packages
  - Special awards and recognitions for colleagues at work
  - ACS Fellow nominations
  - Quarterly reports and updates (on projects or grants)
  - CVs, resumes and cover letters
  - Or even scientific publications
  - Many of the same dos and don’ts apply

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**Audience Survey Question**

**ANSWER THE QUESTION ON BLUE SCREEN IN ONE MOMENT**

Which of these documents have you written?
(you may choose multiple answers)

- A reference letter (for a job or graduate or post-doc position)
- A nomination for a special award or recognition for a colleague
- A report or update on a project or grant
- A scientific publication
Audience Survey Question

AND THE SURVEY SAYS...

***Which of these documents have you written?***

- A reference letter (for a job or graduate or post-doc)
- A nomination for a special award or recognition
- A report or update on a project or grant
- A scientific publication

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Plan The Nomination, Just As You Would Plan a Paper or a Talk

- Why is the nominee appropriate for the specific award?
  - What are their main achievements to be described?
  - What are the key themes of the work to be recognized?
  - Who are some of the potential nominators & supporters?
- Are nomination letters from previous awards available?
- Check the requirements of the nomination
  - Word limits
  - Numbers of supporting letters
  - Deadlines
Paint a Complete Picture – So the Award Panel Does Not Have to

- Nominator’s job is to give the Award Panel all the information that they need
  - Panelists have been selected because they know the general scientific area but they may not be experts
  - Avoid having them fill in gaps
    - “I know the work...”
    - “I know the topic/area...”
    - “I know/saw/met the nominee...”
    - “I know their department...”
    - “I know their mentor...”
    - “I heard about them...”

Build A Complete Package Highlighting All of the Key Points

- Decisions are made on the whole nomination package
  - Tailor it to the specific award
  - Ensure that all of the award criteria are addressed
  - Individual letters do not have to address all aspects of the nominee’s work and contributions
    - Ensure that all of the award criteria are addressed
  - Who can best discuss different aspects of the work?
    - Different stages, different organizations/locations
  - Share the main themes of the package but have letter writers each focus on a few areas
  - The same points or examples should not be highlighted in all of the letters
Nomination and Supportive Letters Should Be Clear and Powerful

- Avoid “cut-and-pasting” from a “master” letter
- Be specific and avoid (meaningless) generalizations
- Make every sentence count
- Include a solid opening, expand on a few key aspects in the main body then close with a brief summary that ties everything to the specific award
- Discuss the significance and impact of the work and explain how it fits into the bigger area of science
- Organize the points so the letter is easily understood
- Write for a scientist who is not an expert on the topic

The Quality of the Letters Reflect on the Writers as Well as The Nominee

- Remember that your writing is also being judged along with the nominee’s science
- Get feedback on your drafts
  - Writing style and quality
  - Content
Tailor the CV/Resume to the Award and the Themes of the Nomination

- Reorganize the CV to support the nomination
- Review the “Selected Publications”
- Would reorganizing the publications and presentations to mirror the themes in the nomination be helpful?

Build Award Readiness

- Establish a team, committee, group to coordinate award nominations
- Track awards, their requirements and deadlines
- Identify appropriate, potential nominees
- Keep nomination packages on file so that they can be reused or refined for future nominations
- Update and polish letters to include new achievements etc.
Summary: Successful Nominations Require Planning, Time & Commitment

- Asking people to write letters should only be part of the process
- Tailor the nomination to the award
- Plan the content and organization of the nomination package
- Make every letter, every sentence and every word count

A successful nomination can start with one person…

You could be that person!

Les@LesMcQuire.Org
908-334-5473
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Becoming “Award Ready”

Engage nominators and nominees in efforts to

• Communicate the opportunities and criteria to a broad pool of candidates

• Understand the nomination and selection processes

• Prepare targeted, quality nomination packages

• Minimize the impact of inherent biases

Find mentors, champions, and advocates for a broad pool of candidates
Closing Thoughts

We need to continue our efforts to become more “award-ready” so that all of us, regardless of group or sector, can experience the excitement of having our accomplishments and contributions be recognized as nominees and award winners.

By increasing the quality, quantity, and diversity of nominations of underrepresented groups, we can reflect the Society’s “core value” of diversity and inclusion.