



## Nominating an ACS National Award Winner

*The integrity and quality of all awardee selections are to reflect the premier status of the ACS national awards for recognizing excellence in contributions to the chemical sciences and society.*

The nomination process is conducted online and is very simple to complete when you have all the materials prepared prior to logging into the nomination system. Log in using your last name and ACS member number or your ACS ID and password. You are strongly encouraged to form a nomination team at your place of employment or within your local section or division to annually identify and nominate worthy individuals who exemplify the mission of the ACS National Awards Program and meet award criteria.

As a nominator, you must

- supply all the information requested in the application link (<https://www.nominate.acs.org>);
- make certain your nominee meets the specific eligibility requirements of the award;
- clearly address how your nominee meets all set criteria for the award, including the criteria used for award selection;
- identify two individuals to provide primary and secondary support letters; and
- submit a complete nomination by the November 1 deadline.

Prepare (Word or PDF format for uploading) the nomination materials prior to starting the online process. You may want to ask a colleague or others on the nominating team to critique the entries. Please review the Awards Nomination User Guide at <http://www.acs.org/content/dam/acsorg/funding/awards/national/awards-nomination-user-guide.pdf> for details about each of the following nomination entries:

- the nominee's ACS number;
- a suggested citation for use if the nominee receives the award (25 words);
- a recommendation (750 words or fewer that address the award and selection criteria);
- outcomes: publications, products, patents, achievements, consequences, etc. (20 or fewer most significantly aligned with award and selection criteria and nomination materials);
- the nominee's brief biographical sketch (2 pages that focus on criteria);
- a support letter (required) that addresses the criteria (400 words or fewer); and
- a second support letter (optional, but recommended) that addresses the criteria.

Additional criteria used by selection committees in selecting award winners:

- alignment of work with the award's purpose, eligibility, and/or criteria;
- the significance and impact of this work on the field/discipline and on the chemical enterprise;
- excellence of the work;
- innovativeness of the approach used;
- the potential or realized impact and benefits of the work on society; and
- service to the scientific community.

Remember, if you want your nominee to be an award winner, you will want to pay particular attention to addressing the specific award criteria and the additional criteria used by the selection committee in selecting award winners. This is crucial in all the nomination materials, including the brief biographical sketch. The selection committee uses only what is submitted in the nomination package in selecting the award winner.