



## 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.
- Full contact information of the person being nominated.
- Narrative that describes the accomplishments and the importance of those actions in 3,000 characters or less. Paragraph format preferred. Hint: the text can be cut and pasted into the submission site.
- 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.

Limit the use of abbreviations and acronyms as they can be confusing to the reviewers. If you do use them, please spell them out.

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.

**Q:** When are nominations due?

**A:** The nomination period is from 15 May – 30 June each year. All nominations MUST be submitted by 30 June. Only COMPLETED submissions are considered and moved to the scoring round.

**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 2018, is my login/password still valid?
- A:** Yes. Your email is the login. However, every user will be prompted to create a new password going forward. You must also acknowledge the GDPR (General Data Protection Regulation) Guidelines before access to the site is granted the first time.
- Q:** When and how will award recipients be notified?
- A:** Award recipients, and the nominator, will be notified by email by the end of September.
- Q:** When are awards presented? Do I have to be present?
- A:** Awards are presented at the Awards Banquet which will be held on Thursday 5 December during the Annual Continuing Education Meeting 2–6 December 2019. 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 award recipient and a guest. Registration and attendance at the AMSUS Annual meeting is 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  
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