

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 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