2024 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. Name, title and email address.
• **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.

Executive Director’s General Guidance for Award Nominations:

1. **NOMINATIONS SHOULD BE BRIEF.** Descriptions of activities or accomplishments which do not bear on the award should not be included because they can distract reviewers from the central accomplishments. Nominations are limited to 3,000 characters as outlined in the submission portal.
2. **ACCOMPULISHMENTS SHOULD BE TIMELY.** Unless otherwise stated, AMSUS awards are designed to recognize accomplishments within the past 12-18 months or so, rather than lifetime or career.
3. **NOMINATION SHOULD BE EASY TO READ,** best accomplished by using **SIMPLE DECLARATIVE SENTENCES.** *Avoid using acronyms that might be agency specific and unknown to reviewers who will score the submission.*
4. DO NOT use a nominee’s performance report as the nomination tool.
5. **BULLETIZING MAJOR POINTS** helps break up the clutter and increases legibility.
6. **SIGNIFICANCE OF ACCOMPLISHMENTS, IMPACT/RESULTS ON ORGANIZATION/ORGANIZATIONAL PERFORMANCE OR VALUE ADDED TO PATIENTS, OR OTHER CONSUMERS** should be highlighted.
7. **DON’T MAKE IT A DAUNTING TASK** – focus on the important points and let other details go.

**FINALLY, GOOD NOMINATIONS WRITE THEMSELVES.** If you are not certain an individual really is worthy of the award, sit down, describe the accomplishments, list the importance of those actions, and what you have written will speak for itself.
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 fully **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:** All **COMPLETED** nominations MUST be submitted by 15 September. 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 2024. If the awardee is not able to attend in person, alternative arrangements are made wherever possible.

Questions? Please contact awards@amsus.org