

## Guidelines for Submitting a Effective Award Nomination

AMS awards are very competitive. So, it is extremely important to ensure the package is well formulated and represents the same excellence that the nominee exhibits. These guidelines are intended to help nominators develop a strong package.

**The Candidate:** Carefully consider the accomplishments of the individual or group being nominated to ensure the time is right or whether a delay of a year or two might be better to substantially add to their accomplishments. Also, nominators should be cognizant that it will be necessary for the candidate to self-certify that they are and have been in compliance with the AMS [Code of Conduct](#) prior to the award finally being awarded.

**Award Category:** It is extremely important to select the correct award category. A best practice is for the nominator to take some time to familiarize themselves with all the AMS awards. Carefully review the terms of reference for the most appropriate award category and ensure the nominee meets all criteria stated (e.g., some awards are designed to capture accomplishments over a one-year period). Also, there have been occasions where the award review oversight committee found that a nomination was a better fit for another award. If this happens, consideration of the nomination would likely be deferred for one year.

Also note that a candidate cannot receive a second award, even if in a different category, for substantially the same body of work.

### **Nomination letter:**

- Be clear on your relationship to the nominee and why you are more than capable of assessing their worthiness for the award.
- Describe the impacts of their accomplishments (e.g., lives saved, body of science, developing next generation leaders) especially as they relate to the specific award criteria and/or description. Identify challenges that the nominee surmounted. Within the page limits imposed on nomination letters, be as complete as possible, providing an accurate representation of the nominee's full body of work. A best practice is to engage other colleagues to help identify all notable achievements.
- Demonstrate how the achievements actually made the candidate deserving, paying close attention to their relationship to the specific award criteria and/or description. Specific examples reinforcing your points are important.
- Make it clear why your candidate stands out; AMS Awards are competitive.
- Speak to how the candidate has modeled the principles of diversity, equity and inclusion and anti-racism, if appropriate.

**Supporting Letters:**

- Select letter writers to cover the breadth of the nominee's field and are well-respected in their discipline or community.
- Consider diversity in letter writers.
- Avoid three letters that tell substantially the same story. Together, the letters should tell a comprehensive but not redundant story that addresses all of the award criteria.
- When you approach letter writers, suggest what part of the candidate's accomplishments (e.g., research impacts, community service) they should focus on. The strongest supporting letters frame their remarks on one or more aspects of the specific award criteria.

**Citation:** A citation should succinctly (in 25 words or less) and uniquely capture the candidate's accomplishments as presented in the nomination packet.

Finally, if you don't succeed, consider updating the nomination package for the next year. Remember that packages are active for three years.