Awards

Awards Nomination User Guide

https://www.nominate.acs.org

Step 1: Pre-nomination Preparation:
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 will need to supply the information and documents below. If you gather and prepare this information before beginning the process this will greatly expedite your submission. All entries should focus on the award and selection committee criteria.

- Suggested citation for the nomination. (25 words)
- Letter of recommendation. (750 words or less)
- List of nominee's most significant outcomes: publications, products, patents, achievements, consequences, etc. (up to 20 outcomes)
- Nominee's biographical sketch (2 pages).
- Support letter (400 words or less)
- Second support letter (optional, but recommended; 400 words or less).

Step 2: Log into the Nomination Application:
The URL for the ACS National Awards Nomination Application is: https://www.nominate.acs.org. You can log into the Nomination Application by using either a combination of your Last Name and ACS Member Number or your ACS ID and password. ACS IDs can be obtained at www.acs.org prior to beginning the ACS National Awards Nomination Application.

After logging in, you may be asked to confirm your contact information. If all is correct, you can check the "Confirm" box and submit. You are also given the opportunity to Edit your information, or even add separate contact information for your Awards-specific materials and communications.

Step 3: Select the Award and Create/Edit the Nomination:
From the nomination dashboard you can create a new nomination or manage existing active or rollover nominations.

3.1 Creating a New Individual Nomination:
To create a new nomination, select the Award from the dropdown list or begin typing a search term into the Award Name text box. Once you have identified the Award, select the "Create new Nomination" button to begin the nomination.

Identify the Nominee:
You will be searching the ACS database to identify the nominee for your nomination. You can

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search the database by ACS member number or by name. To search by ACS member, select the "I know their member number" radio button and enter the member number into the search box. Clicking the "Find Member" button will find the nominee. To search by name, select the "I know their name" radio button and type the nominee's last name followed by first name in the search box. Once you have found the nominee, click the "Select Nominee" button to continue the application.

If the person you wish to nominate is not found in the ACS database, you can create a new customer record for the nominee. Simply, select the "Create a new nominee" button. You will be required to enter name and address information for the nominee. (*Note: To avoid duplicate records from being created, you must search for the nominee by name before the choice to create a new nominee is available.*)

Select the Continue button to advance to the next page of the nomination.

Eligibility Questions:
The eligibility questions are dictated by the specific Award eligibility requirements. All questions on this page are required. Based on the answers to these questions, you will be notified if the nominee is not an eligible nominee for the award.

Select the Continue button to advance to the next page of the nomination.

Prepare the body of the nomination:
Citation – Enter a suggested citation for this nomination. There is a 25-word limit on the citation.

Recommendation – Either enter text in the text box or upload a document that explains in 750 words or less why the nominee is deserving of recognition by this award. The Recommendation letter should clearly indicate:

- Alignment of work with Award's purpose, eligibility, and/or criteria
- Significance and impact of this work on the field/discipline and on the chemical enterprise
- Excellence of the work
- Innovativeness of the approach used
- Potential/realized impact and benefits of the work on society
- Service to the scientific community

To upload a document, click the "Select File" button and browse to the document. Documents are restricted to Word or PDF formats.

Output – Upload a document that contains a list of up to 20 of the nominee's most significant outputs (publications,patents, achievements, consequences, etc.) aligned with award/selection criteria and nomination materials To upload a document, click the "Select File" button and browse to the document. Documents are restricted to Word or PDF formats.

Biographical Sketch – Upload the nominee's brief biographical sketch (2 pgs) that focuses on the

award and selection committee criteria. If award specifies degree and date information, please include. To upload a document, click the "Select File" button and browse to the document. Documents are restricted to Word or PDF formats.

Support letters – To assist the Selection Committee in its deliberations, the identification of one supporter and support letter is required. The letter should be no more than 400 words and contain information not given in the recommendation letter. The support letter should clearly describe the impact of the nominee's work on the discipline/chemical enterprise and the alignment of this effort with the Award's purpose, eligibility and/or criteria.

You may also identify a second supporter for the nomination and upload an additional support letter. This second supporter/support letter is optional but recommended. However if a supporter is identified a corresponding support letter of 400 words or less must be uploaded.

As with the nominee, you will be searching the ACS database to identify the supporter for your nomination. If the supporter is not located in the ACS database you will have the opportunity to add a new record for the supporter.

Once the supporter has been identified you will need to upload their corresponding support letter. To upload a document, click the "Select File" button and browse to the document. Documents are restricted to Word or PDF formats.

Select the Continue button to advance to the confirmation page.

Confirm the Nomination materials are correct:
Review all content on the confirmation page. You will be able to "open" any uploaded files to confirm they are correct. If any changes are needed select the "Go Back" button until you get to the page/step requiring the change.

Once the nomination is complete and all materials are correct, select the "Submit" button. You will then receive an email confirming the receipt of your submission. Until the award deadline, you will have the ability to return to your dashboard to make any additional edits or changes to the nomination.

3.2 Creating a New Team Nomination:
Adding/Naming the Team:
If the Award you choose is a Team award, the steps are slightly different. You will first need to name the Team by using the team members' last names, separated by commas.

You will then need to enter the following info for the team:

Recommendation – Either enter text in the text box or upload a document that explains in 750 words or less why the nominee is deserving of recognition by this award. The Recommendation letter should clearly indicate:

- Alignment of work with Award's purpose, eligibility, and/or criteria
- Significance and impact of this work on the field/discipline and on the chemical enterprise

- Excellence of the work
- Innovativeness of the approach used
- Potential/realized impact and benefits of the work on society
- Service to the scientific community

To upload a document, click the "Select File" button and browse to the document. Documents are restricted to Word or PDF formats.

Citation – Enter a suggested citation for this team nomination. There is a 25-word limit on the citation.

Support letters – To assist the Selection Committee in its deliberations, the identification of one supporter and support letter is required. The letter should be no more than 400 words and contain information not given in the recommendation letter. The support letter should clearly describe the impact of the nominee's work on the discipline/chemical enterprise and the alignment of this effort with the Award's purpose, eligibility and/or criteria.

You may also identify a second supporter for the nomination and upload an additional support letter. This second supporter/support letter is optional but recommended. However, if a supporter is identified a corresponding support letter of 400 words or less must be uploaded.

You will be searching the ACS database to identify the supporter for your nomination. If the supporter is not located in the ACS database you will have the opportunity to add a new record for the supporter. Please refer to the section Identify the Nominee on page 2 for instructions on how to search for individuals in the database.

Once the supporter has been identified you will need to upload their corresponding support letter. To upload a document, click the "Select File" button and browse to the document. Documents are restricted to Word or PDF formats.

Click the "Create Team" Button to continue.

Create the Team:
You will then be taken to a dashboard page where you will see the option to Add Team Nominee. The steps for adding a team nominee are identical to adding a single nominee on page 2 of this document. If the individual is not in the ACS Database you will be given the option to create a record for them.

After selecting or adding the team member, you will then need to enter a Publications and Patents list and Bio Sketch for each team member, similar to individual nominations.

Click Continue to proceed back to the Dashboard page to add another Team member or finalize the Team Nomination.

NOTE: The number of team members per team is set by specific Award requirements. The program will not allow you to continue if you have too few or too many team members.

Confirm the Team Nomination materials are correct:
If you are finished adding Team Members, click the "Submit Nomination" button under the Team name. This will take you to the confirmation page. Review both the Team content and the Individual Profile content to make sure it is correct. If any changes are needed select the "Go Back" button and select Edit next to the Team Nomination to make the required changes. You can also "Remove" any team members if needed or add additional ones if eligible.

Once the nomination is complete and all materials are correct, select the "Submit" button. You will then receive an email confirming the receipt of your submission. Until the award deadline, you will have the ability to return to your dashboard to make any additional edits or changes to the nomination.

3.3 Editing an Existing or Rollover Nomination:
Editing Existing Nominations:
If you begin a nomination per the instructions above, and need to "Save for Later," that nomination will appear on your dashboard when you next log in. You simply cycle through the pages, finish editing or adding the required documentation, and submit. For Team nominations you will also have the ability to add or remove Team Members if you have not reached the limits for that particular Award.

Editing Rollover Nominations:
In addition, valid nominations from previous years will automatically be rolled over into the current cycle and show on your Dashboard as a Rollover Nomination. To edit a Rollover Nomination, click on Edit from the dashboard and you will be cycled through the nomination screens per the instructions above.

- If there are no changes to an existing Rollover Nomination, you DO NOT NEED TO EDIT. Simply leave it alone and it will be included in the current year submissions.
- IF YOU BEGIN EDITING a rollover nomination, you will be required to complete all the screens and steps and possibly re-upload any supporting documents, including the Output List, the Bio Sketch and any Support letters. Please prepare by having all files or documentation available before beginning to edit a Rollover Nomination.
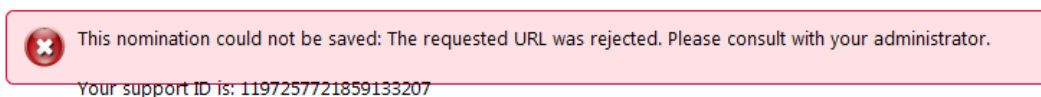
Special Notes
- All nominations must be **submitted** by the Award Deadline for consideration.
- If you need to stop at any time during the process, you have the ability to choose the Save for Later button at the bottom of the screen.
- At any point prior to the Award deadline, you can return to the Dashboard to continue working on the nomination, edit it, or delete it altogether.
- The system is set to warn you if you have become idle for 20 minutes. You will receive a warning screen and given the option to continue with your session or log out. Please be aware that if you logout without "Saving for Later," none of your progress or uploads will be saved. If you do not respond to the timeout warning, you risk being automatically logged out and your session aborted.

Errors during Submission

Some users may experience an error when trying to complete a nomination. These errors fall into two general categories:

- Upload Errors
  Upload errors occur when a document is unacceptable to the system. This could be due to the file being corrupt, in a format that is not acceptable, or having a long name or a name containing special characters such as "&" or "%." If you experience an upload error, please contact the Awards office at 1-800-227-5558 ext. 4575 or awards@acs.org. They may ask you to forward the document causing the error so we can analyze it.

- ASM Errors
  The ASM is an extra security layer which has been placed over all member-facing eweb applications to protect against hacking and other Internet security breaches. ASM Errors occur when information that is entered into an eweb application contains suspect wording, characters or code that alert the security program.

  Below are two screen shots of what you may see with an ASM Error. These vary depending on the Internet browser used, or the application.

  If you receive an ASM Error during submission, do not worry – your PC is NOT at risk. Please send the following information to awards@acs.org. Often they can work with you immediately to help you bypass the ASM error and continue your nomination. The information below helps us track the errors and improve the system.

  - The Application you are using (Awards Voting, Awards Nominations, etc.)
  - Your Internet Browser/Version. The most common browsers are Internet Explorer (I.E.), Firefox, Google Chrome, Safari. Also send the version if you know it, i.e. Firefox 10, Internet Explorer 9.
  - The Section/Scenario of the application where the error occurred (i.e., updating my bio, uploading a supporting document, entering freeform text).
  - The text or file you were entering
  - The ASM Support ID -- This is the long number that appears in the ASM Error message.