



ACS
Chemistry for Life®

AMERICAN CHEMICAL SOCIETY NATIONAL AWARDS OFFICE DIVISION PRIMER

**Enhancing Connections between the National Awards Program
and the ACS Technical Divisions**



ACKNOWLEDGMENTS

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CONTENTS

Welcome and Introduction	2
About the National Awards Program	3
How Divisions May Assist with the National Awards Process.....	4
Help Increase the Number of Outstanding Individuals Nominated	4
Nominate Outstanding Individuals for an ACS National Award 2015.....	4
Recommend Technical Experts for Appointments to Awards Canvassing and Selection Committees	5
Provide the National Awards Office with Potential Sponsors for Unsupported Awards	6
Sponsor a National Award	6
Endow a National Award	7
Help Organize Recipient Awards Address and Symposium	7
ACS National Awards Dinner and Ceremony	9
Ticket Purchases	9
Registration	9
Housing and Accommodations	9
Format and Dress for the Event	9
Appendices	10
A. Nominating an ACS National Award Winner	10
B. Additional Nomination Information	11
C. National Awards Canvassing and Selection Committee Appointment Letter	12
D. Suggestions of Individuals for Appointment to National Awards Committee's Appointment Form	13
E. Selection Committee Best Practices	14
F. 2015 National Awards Program Cost Information for Sponsored Awards	15
G. 2015 National Awards Program Cost Information for Endowed Awards	16
H. Steps and Conditions for Establishing a New Endowed Award	17
I. National Awards Calendar for Technical Divisions	18

WELCOME AND INTRODUCTION

Welcome to the American Chemical Society's National Awards Office Division Primer. *Enhancing Connections between the National Awards Program and the ACS Technical Divisions* is designed to help ACS technical divisions work closely and cohesively with the ACS National Awards Office. Technical divisions play an integral part in the success of the National Awards Program; this booklet was developed to explain the different parts and functions of this prestigious program.

Our hope is that this information will help create a stronger partnership between the ACS National Awards Office and the ACS technical divisions.

This booklet is not meant to be all-inclusive, but it can provide your technical division with quick access to questions you may have regarding the ACS National Awards Program's selection and canvassing committee process and the awards banquet and ceremony, as well as how to nominate deserving individuals for national awards. In addition, this booklet contains appendices that include the national awards calendar, a sample letter for identifying selection committee members, and a document on how to nominate an ACS national award winner.

Our hope is that you will find this document as your go-to handbook for questions about the National Awards Program. We sincerely appreciate your assistance in helping ACS continue to acknowledge excellence through the recognition that this distinguished awards program offers to the chemistry community. Please don't hesitate to contact us with your questions or concerns.

About the National Awards Program

The ACS Board of Directors inaugurated the ACS National Awards Program with the establishment of the Priestley Medal in 1922, which recognizes distinguished service to chemistry and is the highest honor the Society bestows on individuals. In addition, the National Awards Program is one of the means by which the Society meets its obligation “to encourage ... the advancement of chemistry in all its branches, the promotion of research in chemical science and industry, [and] the improvement of the qualifications and usefulness of chemists.” The program is also designed to support the careers of chemists and advance excellence in chemical science by recognizing and promoting outstanding contributions to the global enterprise and society. This program manages and promotes approximately 65 awards that honor major achievements by ACS members and other scientists and increases public awareness of chemistry’s contributions. For more detailed information about each ACS national award, visit www.acs.org/nationalawards.

NATIONAL AWARDS OFFICE

The mission of the Awards Office is to promote and deliver a high-quality recognition program that highlights the contributions of members of the global chemistry enterprise by actively engaging chemical practitioners. The National Awards Office has four overarching goals:

- 1) Recognize excellence in research and service to chemistry by organizing and implementing effective canvassing, nomination, and selection processes and by providing a high-quality annual ACS awards ceremony.
- 2) In collaboration with the ACS Development Office, ACS technical divisions, and other ACS wgroups, to maintain, foster, and strengthen relationships with sponsors in order to ensure renewal of current sponsorships and identify sponsors for unsupported awards.
- 3) Increase the number of nominations from underrepresented groups, including women, minorities, and chemists from industry; increase the number of nominations for “at risk” awards (awards with fewer than 10 nominations); and increase the number of nominations for “new” awards (awards under three years old).
- 4) Provide support to the ACS Board Committee on Grants and Awards and assist with the implementation of current initiatives, programs, and services that are relevant to the ACS National Awards Program.

To reach the staff in the National Awards Office, email awards@acs.org or call 202-872-4575.

How Divisions May Assist with the National Awards Process

Help Increase the Number of Outstanding Individuals Nominated

The national awards nomination process begins annually on July 1, with the official call for nominations. Technical divisions are encouraged to begin identifying deserving individuals to nominate for one or more national awards. In particular, we encourage you to nominate individuals from groups not commonly named as recipients of ACS awards, such as women, minorities, chemists from industry and the national laboratories, and faculty members at universities not well represented in the awards program. To help with this effort, the National Awards Office sends a letter on behalf of the chair of the ACS Board Committee on Grants and Awards to the technical division officers in July, which includes a list of the national awards that are closely tied to the focus of the division along with other national awards that have few nominees from industry or women.

Pointers for identifying potential nominees:

- speak with your colleagues;
- contact leaders, symposium organizers, and journal editors;
- reach out to companies and businesses that employ chemists and chemical engineers; and
- identify someone to write the nomination (i.e., an individual who is knowledgeable about the nominee's research and has adequate time to write and submit the nomination).

Nominate Outstanding Individuals for an ACS National Award

Who may nominate, and who may be nominated?

Any individual, except a member of the award selection committee or a current member of the ACS Board of Directors, may submit only one nomination or one support letter for each award in any given year. In addition, only one nominator per nomination will be accepted.

Nominators and nominees need not be members of the ACS. Those being nominated must be eligible for nomination as articulated in the description of the award at www.acs.org/nationalawards. Nominations are due annually on November 1.

What's required in a nomination?

When recipients are considered for the national awards that recognize scientific achievement, only documents supplied as part of the online nomination will be considered, which include:

- the nominee's ACS number ;
- a suggested citation for use if the nominee receives the award (25 words);
- a recommendation (750 words or fewer addressing the award and selection criteria);
- outcomes: publications, products, patents, achievements, consequences, etc. (20 or fewer that are most significantly aligned with award and selection criteria and nomination materials);
- the nominee's brief biographical sketch (2 pages focusing on criteria);
- a support letter (required) that addresses the criteria (400 words or fewer); and
- a second support letter (optional, but recommended) that addresses the criteria.

Please see Appendices A and B for more detailed information about the nomination process.

How long are nominations retained?

Documents are retained on file for three award-years and are automatically reconsidered by the award selection committees for two award-years after initial submission. Nominators are contacted by the Awards Office to remind them that the nomination is automatically eligible for reconsideration. Nominators are encouraged to amend information in the nomination packet for the second or third year that the nomination is considered, if appropriate.

After a three-year re-nomination cycle has completed, the Awards Office will contact the nominator to inform him or her that the three-year automatic re-nomination cycle has finished. The nominator may resubmit the nomination for a new three-year cycle and is encouraged to update any information that is not current.

Recommend Technical Experts for Appointments to Awards Canvassing and Selection Committees

In August, the technical division officers will receive a letter from the chair of the ACS Board Committee on Grants and Awards, asking for the division's help in identifying experts for consideration for appointment by the President-Elect for the **National Awards Canvassing and Selection Committees**. The form should be completed and returned by **September 30**.

Please consider the following when drawing up your lists of individuals:

- technical experts who are ACS members;
- past chairs and councilors of your division, and colleagues;
- people working at the interfaces of other sciences; and
- individuals who represent groups not commonly identified as recipients of ACS awards, such as women and minorities, chemists from industry and the national laboratories, and faculty members at universities not routinely noted in the award recipient pool.

Duties of Canvassing Committee Members

- Identify potential new nominees and arrange for their nomination.
- Provide the deadline dates for submission of nominations, and remind nominators of their responsibility.

Note: Service on a canvassing committee does not render the committee member ineligible to nominate or be a nominee for the award.

Duties of Selection Committee Members

- Review national award nomination documents.
- Review the national award criteria and eligibility.
- Participate in a teleconference with the selection committee.
- Cast your vote via a secure online system.

See Appendix C for a sample of the Canvassing and Selection Committee appointment letter. See Appendix D for a sample of the form used to collect prospective committee members. See Appendix E for Selection Committee Best Practices.

Provide the National Awards Office with Potential Sponsors for Unsupported Awards

There are times when a sponsor of a national award decides not to renew their sponsorship agreement; therefore, the help of the ACS technical divisions is needed to identify a new sponsor. The ACS Board Committee on Grants and Awards will ask divisions to recommend possible prospects.

Steps to Help the National Awards Office Identify a Sponsor

- 1) Ask your active members to suggest prospective sponsors for the award.
- 2) Obtain a personal contact within the company, foundation, or institution.
- 3) Provide the contact name and information to the manager of the National Awards Program at awards@acs.org.

Sponsor a National Award

Sponsorship of an ACS national award is an opportunity for your division to demonstrate leadership in the global chemistry community by supporting outstanding achievements in the field of chemistry and champions of innovation. Those who take an active role in acknowledging scientific achievement play an important part in realizing the ACS vision to “improve people’s lives through the transforming power of chemistry.” Sponsorship brings many benefits, such as getting

- highlighted in press releases sent to award recipients’ local publications;
- recognized at the ACS National Awards Banquet and Ceremony once a funding company, organization, or individual has given continuous financial support of an award for 25 years (gold status) and 50 years (platinum status);
- highlighted in the formal announcement of the national award winners in Chemical & Engineering News (C&EN), which has a circulation of more than 140,000;
- highlighted in the ACS Preliminary and Final National Meeting Programs of C&EN;
- acknowledged in C&EN each year in a full-page thank-you ad;
- featured in the first July issue of C&EN with the Call for Nominations;
- recognized in the recipient vignette published in C&EN;
- featured on the recipients recognition award;
- featured at the annual ACS Awards Banquet held at our spring national meeting; and
- recognized on the ACS website at www.acs.org/nationalawards and in all printed materials about the Awards Program (i.e., the Awards Program booklet, posters displayed at national meeting hotels and convention center, and a video presentation at the banquet).

ACS technical divisions are eligible to sponsor an ACS national award that may be in need of financial support. The cost to sponsor would be at the not-for-profit rate. Please see Appendix F for detailed information regarding the fees for divisions to sponsor a national award. For a list of awards that are in need of financial support, email awards@acs.org.

Most awards are considered “sponsored” awards; that is, a sponsoring entity (such as a company, foundation, institution, or ACS unit) commits to providing support to an award for a stated period of time. Most award sponsors commit to three- to five-year support. However, if this is not feasible, we will consider a two-year commitment. Sponsorship covers the following: a cash prize (minimum of \$5,000); the cost of a commemorative item or items, such as a framed certificate or plaque; travel costs for the award recipient to attend the awards ceremony, generally capped at \$2,500; and administrative costs. ACS is designated by the Internal Revenue Service (IRS) as a tax-exempt organization as defined in Section 501(c)(3) of the IRS code. Therefore, contributions are tax-deductible to the full extent of the law.

Endow a National Award

Several ACS national awards are endowed in honor of an individual and his or her research to society. All new established awards must be endowed. For more information, please contact the National Awards Office at awards@acs.org.

See Appendix G for detailed information regarding fees to endow an award, and see Appendix H for steps and conditions for establishing a new endowed award.

Help Organize Recipient Awards Address and Symposium

Notification of award winners

Starting in June, the ACS President notifies winning nominees of their status as award recipients. Typically, this occurs by way of phone calls to the awardees by the President. This information is kept confidential until the formal announcement of winners in the issue of Chemical & Engineering News (C&EN) that is dedicated to the announcement of the upcoming award winners. Since the C&EN announcement is the formal release of the award winners, it is critical that confidentiality of the news is emphasized to the winners.

Informing technical divisions

When award winners are informed of their winning status, they are asked to identify a division of choice for presenting their award address. This choice is communicated to the technical division of choice in July or August before the fall national meeting. This will enable the division to incorporate program planning for the awards address (and, if relevant, the awards symposium) during its executive and programming meetings taking place during the fall national meeting.

Awards addresses and technical divisions

In most circumstances, the chosen division will develop an award symposium around the awardee and his or her body of work. In a few cases, the award address is a single presentation within a general session for the chosen division.

Exceptions to the above

► Computers in Chemical and Pharmaceutical Research

The award address of the recipient of the Award for Computers in Chemical and Pharmaceutical Research must be presented to the Division of Computers in Chemistry.

► Cope Medal

The Cope Medal is presented to the recipient during the ACS awards banquet (spring national meeting). However, the Cope Medalist presents his or her award address at the Cope Symposium, which is organized by the Division of Organic Chemistry at the fall national meeting during the same award year.

► Cope Scholars

The Cope Scholars are required to deliver award addresses at the Arthur C. Cope Symposium (see Cope Medal above) during the fall national meeting of the award year. A recipient may also be invited to make a presentation at an ACS regional meeting during the year after the Cope Award and Cope Scholar Award Symposium. In support of this presentation, the Division of Organic Chemistry will provide a \$500 honorarium and reasonable travel expenses to the regional meeting.

► **Roger Adams Award in Organic Chemistry**

The award will be presented biennially in odd-numbered years at the ACS national meeting. The recipient shall deliver a lecture at the Biennial National Organic Chemistry Symposium at the ACS national meeting. Travel expenses to the symposium will be paid.

► **James T. Grady–James H. Stack Award for Interpreting Chemistry for the Public**

The Grady–Stack Award is presented to the recipient during the ACS awards banquet (spring national meeting). However, the Grady–Stack winner is invited by the Office of Public Affairs to provide the award address at a venue different from a national meeting (e.g., a National Press Club luncheon or a Science Reporters workshop).

► **Award in Industrial Chemistry**

The Division of Business Development and Management (BMGT) assumed sponsorship of this award in 2003. BMGT discontinued sponsorship of this award after its 2015 presentation. It is BMGT's desire that any new sponsors consider keeping the awards address with the BMGT division.

► **Frederic Stanley Kipping Award in Silicon Chemistry**

In addition to presenting an awards address at the spring national meeting, the Kipping Award winner also presents an awards address to the U.S.-based Silicon Symposium. This award is given in even-numbered years.

► **Charles Lathrop Parsons Award**

The Charles Lathrop Parsons Award address is presented in conjunction with the ACS board meeting, usually following a luncheon on Sunday during the national meeting. This award is presented in odd-numbered years.

► **Priestley Medal**

The Priestley Medalist provides the keynote address during the ACS awards ceremony. As the oldest of all the ACS awards, the medal is presented as the last award of the evening during the awards presentations. If the Priestley Medalist is not able to personally deliver the address during the ceremony, a videotaped presentation is possible.

► **Volunteer Service Award**

The recipient of the Volunteer Service Award receives his or her award during the ACS awards banquet at the spring national meeting. However, the award recipient delivers the keynote address during the ChemLuminary Award ceremony, which takes place during the fall national meeting of the same award year.

ACS National Awards Dinner and Ceremony

The ACS National Awards Dinner and Ceremony takes place on the Tuesday evening of each ACS spring national meeting. The attendees at the ceremony include:

- Award recipients and their guests;
- Sponsor representatives and their guests;
- ACS governance;
- ACS senior staff;
- Honorary guests of the ACS (e.g., representatives from sister organizations, especially international groups and keynoters presenting at the ACS national meeting);
- ACS staff who have purchased tickets; and
- Awards staff and assisting staff.

Ticket Purchases

The cost of the ACS Awards Dinner and Ceremony is approximately \$130 per person. Each award recipient receives a complimentary ticket for himself or herself plus one additional complimentary ticket. Additional tickets for recipient guests must be purchased. Each sponsor representative receives a complimentary ticket for himself or herself plus an additional complimentary ticket. Additional tickets for sponsor guests must be purchased.

Registration

Registration to the ACS national meeting where the recipient will receive his or her award is complimentary. The sponsor of the award also receives one complimentary registration to the national meeting to present the award.

Housing and Accommodations

The amount of the recipient's reimbursable expenses by the sponsor includes travel, up to four nights of hotel accommodations, and meals at \$75 per day. Recipients may use their prize check, which they receive in February, to offset any expenses that they may incur over the amount the sponsor has allotted for this award.

Format and Dress for the Event

The Awards Dinner and Ceremony is a black-tie event. Female attendees are dressed in long dresses or evening gowns; male attendees are dressed in black tie.

We hope this overview of the ACS National Awards Program was helpful. Your continued support of this ACS recognition program represents the significance of the ACS vision: "Improving people's lives through the transforming power of chemistry."

Please see Appendix I for the national awards calendar for technical divisions.

Appendix A

Nominating an ACS National Award Winner

The integrity and quality of all awardee selections are to reflect the premier status of the ACS national awards for recognizing excellence in contributions to the chemical sciences and society.

The nomination process is conducted online and is very simple to complete when you have all the materials prepared prior to logging into the nomination system. Log in using your last name and ACS member number or your ACS ID and password. 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 must

- supply all the information requested in the application link (<https://www.nominate.acs.org>);
- make certain your nominee meets the specific eligibility requirements of the award;
- clearly address how your nominee meets all set criteria for the award, including the criteria used for award selection;
- identify two individuals to provide primary and secondary support letters; and
- submit a complete nomination by the November 1 deadline.

Prepare (Word or PDF format for uploading) the nomination materials prior to starting the online process. You may want to ask a colleague or others on the nominating team to critique the entries. Please review the Awards Nomination User Guide at <http://www.acs.org/content/dam/acsorg/funding/awards/national/awards-nomination-user-guide.pdf> for details about each of the following nomination entries:

- the nominee's ACS number;
- a suggested citation for use if the nominee receives the award (25 words);
- a recommendation (750 words or fewer that address the award and selection criteria);
- outcomes: publications, products, patents, achievements, consequences, etc. (20 or fewer most significantly aligned with award and selection criteria and nomination materials);
- the nominee's brief biographical sketch (2 pages that focus on criteria);
- a support letter (required) that addresses the criteria (400 words or fewer); and
- a second support letter (optional, but recommended) that addresses the criteria.

Additional criteria used by selection committees in selecting award winners:

- alignment of work with the award's purpose, eligibility, and/or criteria;
- the significance and impact of this work on the field/discipline and on the chemical enterprise;
- excellence of the work;
- innovativeness of the approach used;
- the potential or realized impact and benefits of the work on society; and
- service to the scientific community.

Remember, if you want your nominee to be an award winner, you will want to pay particular attention to addressing the specific award criteria and the additional criteria used by the selection committee in selecting award winners. This is crucial in all the nomination materials, including the brief biographical sketch. The selection committee uses only what is submitted in the nomination package in selecting the award winner.

Appendix B

Additional Nomination Information

Presentation of Awards

The ACS national awards recognize individual or team accomplishments in diverse fields of the chemical sciences. The presentation of ACS national awards is an annual feature of the ACS spring national meeting. Customarily, the names of the recipients are announced soon after the preceding ACS fall national meeting. Each recipient is required to appear in person to receive the award and to deliver an award address on the scientific work that is being recognized. Customarily, the award address will be given at a session of an appropriate division. These requirements will be waived only under extraordinary circumstances.

Posthumous Awards

Posthumous awards will be made only when knowledge of the individual's death is received after the recipient has been announced. Nominations of individuals known to be deceased will not be accepted.

Sharing of Awards

Although nominations of more than one individual for an award are acceptable, the sharing of an award will be permitted only in exceptional cases and then only on prior approval of the sponsor and of the ACS Board Committee on Grants and Awards.

Multiple Awards

Should the same individual be chosen for two or more awards in any one year, the President and the President-Elect, in consultation with such members of the Society as they may choose, decide which award or awards will be given to that individual and, should one or more of the awards be withheld, to designate as recipient of any withheld award the second choice of the award selection committee.

Eligibility

In general, a recipient of a widely recognized scientific award is not eligible for an ACS national award unless the accomplishment cited as the basis for the nomination represents new or different work. An individual who has received an ACS national award may be nominated for a different ACS award if (1) the nomination is for clearly different work from the previous award (the letter of nomination for the award must address the differences between the work performed for the previous ACS award and that which is addressed in the current nomination packet) or (2) at least five years have elapsed since the previous ACS award was received (this "five-year" rule is waived for the preceptor(s) of the students who are eligible to receive the Nobel Laureate Signature Award for Graduate Education in Chemistry).

Appendix C

National Awards Canvassing and Selection Committee Appointment Letter

Dear ACS Division Officers:

As an ACS Division Officer, your knowledge of your colleagues in the chemistry community could be vital to the ACS National Awards Program. Your help would be greatly appreciated in identifying experts for consideration for appointment by the President-Elect to the **(insert award years) National Awards Canvassing and Selection Committees**.

When you draw up your lists, I ask you to consider nominating respected scientists, past chairs of your division, and colleagues. Please consider people who will be open to entertaining nominations from chemists and chemical engineers, as well as people working at the interfaces of other sciences. In addition, ACS is committed to recognizing excellence in people who represent groups not commonly identified as recipients of ACS awards, such as women and minorities, chemists from industry and the national laboratories, and faculty members at universities not routinely noted in the award recipient pool.

As always, I also invite you to suggest or nominate individuals by November 1 for any of the ACS National Awards at www.nominate.acs.org.

Please complete the accompanying form and return it by **September 30** to Felicia Dixon at **f_dixon@acs.org** or fax it to 202-776-8008. If you have any questions, please contact Ms. Dixon at 202-872-6283. For information about the ACS National Awards, please visit www.acs.org/nationalawards.

Thank you for your help with this matter. It is vital to the chemistry community that the ACS award recipients continue to be of the highest caliber.

With warm regards,
Chair, ACS Board Committee on Grants and Awards

Appendix D

Suggestions of Individuals for Appointment to National Awards

Individuals that should be considered for canvassing or award selection committee appointment

Name of individual	Contact email	Contact telephone	Area of expertise	Gender	Ethnicity	Employer and location	Suggested award appointment

Return completed form to awards@acs.org or fax it to 202-776-8008 by September 30
Thank you.

Appendix E

Selection Committee Best Practices

The integrity and quality of all awardee selections are to reflect the premier status of the ACS national awards for recognizing excellence in contributions to the chemical sciences and society.

1. **Apply consistent criteria:** Nomination materials are to be evaluated using consistent criteria.
2. **Agree upon the selection criteria:** Prior to discussing the candidates, the committee members should identify, discuss, and agree upon the selection criteria that will be used in the evaluation process. A rubric template is available for your committee's use with recommended criteria and the option for your committee to add criteria. Your committee determines the weighting factor for the criteria used. Focus on what the candidate has done, not who the candidate is. Committee members should discuss and identify the specific major contributions that nominees have made. Once agreed upon, the selection criteria should be forwarded by (insert due date) to the National Awards Office at awards@acs.org.
3. **Carefully consider each nominee's materials:** Prior to the selection committee conference call, each committee member has an obligation to set aside sufficient time to consider each nominee in the pool. The committee itself should set aside sufficient time during the conference call to discuss each nominee in the pool. Because nominees come from a variety of employment sectors, the unique characteristics and opportunities these sectors have for displaying achievements should be discussed.
4. **Discuss implicit association and the potential for bias issues:** In order to minimize any potential of bias in evaluation, the chair of the selection committee should engage the committee in a discussion about implicit association. Studies¹⁻⁵ have shown that implicit association, non-conscious hypotheses/stereotypes, often about competence, includes words and processes that unintentionally discourage diversity in nomination and selection processes.
5. **Disclose any conflicts of interest:** Any perceived or real conflicts of interest should be reported and discussed with the selection committee chair. This includes, but is not limited to: if a selection committee member is a relative, business partner, scientific collaborator, co-author, former student, or former advisor of the nominee. Additionally, if a selection committee member is currently employed by the same employer or institution of one of the nominees, the committee chair should be made aware of the situation. The committee chair will inform committee members of these relationships.

References

1. Greenwald, A. G.; Nosek, B. A.; Banaji, M. R. Understanding and Using the Implicit Association Test: I. An improved scoring algorithm. *Journal of Personality and Social Psychology* 2003, 85, 197–216. [not open access, fee charged]
2. Moss-Racusin, C. A.; Dovidio, J. F.; Brescoll, V. L.; Graham, M. J.; Handelsman, J. Science faculty's subtle gender biases favor male students. *Proc. Natl. Acad. Sci. USA* 2012, 109 (41), 16,474–16,479. [not open access, fee charged]
3. Project Implicit, <https://implicit.harvard.edu/implicit/takeatest.html>
4. Establishing a Fair Process for Selecting ACS Award Winners, <http://www.acs.org/content/dam/acsorg/funding/awards/national/establishing-a-fair-process.pdf>
5. Workshop on Building Strong Academic Chemistry Departments Through Gender Equity, <http://www.acs.org/content/dam/acsorg/funding/awards/national/gender-equity-report-cover.pdf>

Appendix F

2015 National Awards Program Cost Information

Sponsored Awards

Below is a breakdown of the approximate average costs to sponsor an ACS national award per presentation. ACS technical divisions are eligible to sponsor an award at the not-for-profit rate.

Sponsorship at the Not-for-Profit Rate

Personal prize	\$5,000
Certificate	\$500
Travel to attend the awards banquet at the ACS spring national meeting	Capped at \$2,500
2015 Administrative fee (not-for-profit)	\$1,350

Sponsorship at the For-Profit Rate

Personal prize	\$5,000
Certificate	\$500
Travel to attend the awards banquet at the ACS spring national meeting	Capped at \$2,500
2015 Administrative fee (corporate)	\$7,700

Appendix G

2015 National Awards Program Cost Information

Endowed Awards at the not-for-profit rate

The current cost to establish an endowment for an ACS national award is \$300,000, for an annual presentation of the award, and \$25,000 of the \$300,000 will need to be designated as Temporarily Restricted to cover the projected income shortfall from the endowment for the first several years. The award will not be presented until the corpus is collected and the personal prize, certificate, and travel are paid in the year during which the award is received. The administrative fee is paid in the year prior to the presentation of the award.

Below is a breakdown of the approximate costs of an endowed ACS national award per presentation. ACS technical divisions are eligible to endow an award at the not-for-profit rate.

Cost at the Not-for-Profit Rate

Personal prize	\$5,000 (minimum)
Certificate	\$500 (approximate)
Travel to attend the awards banquet at the ACS spring national meeting	Capped at \$2,500
2015 Administrative fee (not-for-profit rate)	\$1,350

Endowed awards at the for-profit rate

The current cost to establish an endowment for an ACS national award is \$450,000, for an annual presentation of the award, and \$25,000 of the \$450,000 will need to be designated as Temporarily Restricted to cover the projected income shortfall from the endowment for the first several years. The award will not be presented until the corpus is collected and generates revenues to cover the cost of the personal prize, certificate, travel, and administrative fee. The personal prize, certificate, and travel are paid in the year during which the award is received. The administrative fee is paid in the year prior to the presentation of the award.

Below is a breakdown of the approximate costs of an endowed ACS national award per presentation at the for-profit rate.

Endow an award at the For-Profit Rate

Personal prize	\$5,000 (minimum)
Certificate	\$500 (approximate)
Travel to attend the awards banquet at the ACS spring national meeting	Capped at \$2,500
2015 Administrative fee (corporate)	\$7,700

Appendix H

Steps and Conditions for Establishing a New Endowed Award

Donor must:

1. Submit to the Grants and Awards Committee of the ACS Board a draft founding document for the proposed endowed award. Such document will describe in detail the proposed name of the award, the purpose of the award, and the nature of the award (cash prize, travel for whom and to where, frequency, etc.).

In the founding document, the donor must describe in detail why and how it is highly probable that the required amount (\$300,000 at the not-for-profit rate and \$450,000 at the for-profit rate) will be raised and submitted to the ACS by the time of the proposed first presentation of the new award. The donor must also explain why the ACS needs to have this new award and how it fits in with and differs from existing awards.

2. Agree to accept the actions the Grants and Awards Committee may have to take if the corpus of the endowment does not grow to \$300,000/\$450,000 by the agreed upon deadline.
3. Agree to the conditions established by the Grants and Awards Committee as to the annual award expenses to be supported by the endowment and to the investment strategy established by the ACS Treasurer's Office.

Appendix I
National Awards Calendar for Technical Divisions

Month	Activity
July 1	<ul style="list-style-type: none">• National awards call for nominations.- Identify deserving nominees to nominate for an award.
July/August/September	<ul style="list-style-type: none">• Begin planning award symposium for award recipients.
August/September	<ul style="list-style-type: none">• Identify technical experts to serve on- selection committees.
November 1	<ul style="list-style-type: none">• Call for nominations closes.- Submit nominations by November 1.

NOTES



NOTES



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**For more information, contact
American Chemical Society
National Awards Office
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