

- Below is a list and short description of the information and documents needed for a complete ACS Fellow nomination submission.
- All nominations must be submitted using the online system at <https://www.nominatefellow.acs.org>.
- Visit [www.acs.org/fellows](http://www.acs.org/fellows) for additional nomination resources.

## **Nomination Setup**

### Login

- To log in to the online nomination system, the Primary Nominator must use his/her:

ACS ID and Password

or

Last Name and Member Number

### Nomination Type

- The Primary Nominator must indicate:
  - Nomination Type** – Committee, Division, Individual, or Local Section
  - Nominating Body** – applicable if Committee, Division, or Local Section nomination

### Nominee Identification

- The Primary Nominator must identify and select the nominee.
- The Primary Nominator can search by:
  - Nominee Name**
  - or
  - Nominee Member Number**

## **Nominee Information**

Specific field formats and entry examples can be found at <http://www.acs.org/content/acs/en/funding-and-awards/fellows/nominations.html>.

### Code of Conduct **New language for 2017**

- Respond to the following statement regarding the nominee: “To the best of my knowledge, including past and present circumstances, the nominee: (1) Employs and requires good safety protocols and practices in his/her laboratory and/or work environment; (2) Upholds the highest ethical standards in his/her laboratory and/or work environment; and (3) Otherwise engages in conduct that is consistent with both the objects of the American Chemical Society as stated in [Article II Section 1](#) of its Constitution and the [Chemical Professional’s Code of Conduct](#).”
- A ‘Yes’ or ‘No’ response is required.
  - A ‘No’ response requires an explanation (750 words or less). **New field for 2017**

**Award Citations**

- Describe the nominee's contributions in these two areas in a manner suitable for publication:
  - Contribution to the Science/Profession Citation:** Describe the nominee's most significant contribution and its impact in the science, the profession, education, and/or management.
  - Contribution to the ACS Community Citation:** Describe the nominee's most significant volunteer service and its impact in the ACS community.
- Both citations are required and each citation must be 30 words or less.
- Please note that the ACS Fellows Program considers compensated positions (e.g. ACS journal editorial positions) to be professional and not volunteer contributions. Please include compensated positions in the Science/Profession Citation and not in the ACS Community Citation.
- Citation examples can be viewed at <http://www.acs.org/content/acs/en/funding-and-awards/fellows/list-of-2016-ac-s-fellows.html>.

**Professional Organization Affiliations**

- Enter up to six of the nominee's most significant professional organization affiliations in ACS and/or other professional organizations.
- If the nominee has affiliations in their ACS member record (e.g., Committee Chair), these may be viewed in the nomination system to copy and paste into the affiliation fields.
- All fields are required for a minimum of one professional organization affiliation record:
  - Professional Organization Name**
  - Position/Title**
  - From / To:** YYYY format (future year up to 2022 permitted) or enter 'Present' for current affiliation

**Volunteer Service to the ACS Community**

- Enter up to six records of the most significant examples of the nominee's documented excellence and leadership in volunteer service, based on specific results achieved, in service to ACS and its membership and community.
- Enter and save each of the (up to) six volunteer service examples/activities as a separate record.
- All fields are required for a minimum of one volunteer service record:
  - Volunteer Service Title**
  - From / To:** YYYY format (future year up to 2022 permitted) or enter 'Present' for current service
  - Volunteer Service Details** (200 words or less)
  - Summary of Impact/Significance** (50 words or less) **New field for 2017**

**Contributions to the Science/Profession**

- Enter up to six records of the most significant examples of the nominee's documented excellence and leadership that has an impact in the science, profession, education, and/or management.
- Enter and save each of the (up to) six science/profession contributions as a separate record.
- All fields are required for a minimum of one contribution to the science/profession record.
  - Science / Profession Contribution Title**
  - From / To:** YYYY format (future year up to 2022 permitted) or enter 'Present' for current contribution
  - Science / Profession Contribution Details** (200 words or less)
  - Summary of Impact/Significance** (50 words or less) **New field for 2017**

**Honors and Awards**

- Enter up to six major honors/awards for the nominee.
- If the nominee has received an ACS National Award, this may be viewed in the nomination system to copy and paste in the honor/award fields.

- All fields are required for a minimum of one honor/award record:

- Honor/Award Name**
- Honor/Award Sponsor**
- Year received:** YYYY format

**Supporters and Letters**

- The Primary Nominator will be required to identify the two Secondary Nominators and upload three support letters — one from him/herself and one from each of the two Secondary Nominators.
- It is recommended that one Secondary Nominator focus on the nominee's volunteer service to the ACS community contributions and the other Secondary Nominator focus on the nominee's scientific/professional contributions. Among the three letters, there should be a clear description of the nominee's excellence and leadership and its impact in both of these areas.
- Limit each letter to 2 pages or 800 words with ≥11 point font and use official letterhead, where applicable. Only PDF file format is accepted.

**Primary Nominator Letter**

- Name or Member Number of Secondary Nominator #1**
- Secondary Nominator #1 Support Letter**

- Name or Member Number of Secondary Nominator #2**
- Secondary Nominator #2 Support Letter**

**Letter of Attestation (if applicable)**

- The online nomination system will verify if a Letter of Attestation is required based on the status of the nominators. If a Letter of Attestation is required, the system will prompt the Primary Nominator to upload one.
- If the nomination is being submitted on behalf of a Committee, Division, or Local Section and the Chair of that body is not eligible to serve as the primary or a secondary nominator, the Chair must provide the Primary Nominator with a Letter of Attestation to be uploaded into the nomination system.
- The Letter should be authored by the Chair of the nominating body, include the nominee's name, and attest that the nomination is indeed being submitted on behalf of the Committee, Division, or Local Section. If the Chair is the nominee, refer to the [ACS Fellows Program Guidelines](#) for requirements regarding who must write the letter.
- Only PDF file format is accepted.

**Resume/CV**

- The Primary Nominator will be required to upload the nominee's resume or curriculum vitae.
- Limit file to 2 pages with ≥11 point font. Only PDF file format is accepted.
- Distinguish refereed from non-refereed publications.

**Supplementary Information (optional)**

- If nominee information the Primary Nominator wants to include does not correspond to the designated sections of the nomination form, he/she should upload it in this *optional* section.
- Support letters from person who are not members of the ACS would be appropriate for this section.
- If the nominee has proprietary work in industry, it is suggested that the Primary Nominator include a letter from someone in the nominee's management chain in this section.
- Limit file to 5 pages or 2000 words. Only PDF file format is accepted.