



How to Write an Award Nomination Package

The **Nomination Requirements** for **MSA Society Awards** are found on the **Awards & Scholarship** tab under **Society Awards**, below the list of awards. Read the requirements carefully as they differ for each award. There are two places on the webpage to click that will take you directly to the nomination form, so take your pick of which one you click. We are trying to make this easy for you! Everything is online.

Organize your materials. Plan your time so that you do not miss the deadline of **October 31**. MSA and the Awards Committee need to follow all rules that have been created, so don't go trying to bend any for your nominee.

Are you an MSA member in good standing? If not, pay your dues so that you can nominate someone for an award. Or find another MSA member and help them to write the nomination package for the person you think should be considered for the award.

A nomination package requires the following 3 or 4 items to be uploaded all at one time: letter from nominator, nominee's CV, letters of support for this nominee and, for only the postdoc awards, copies of publications. Did you see the part about being ready to upload all the supporting documents at one time?

Have you matched a deserving nominee to a specific Society award? Perfect. As the nominator, you need to write an outstanding letter that shows the Awards Committee members who are reading the package and may know nothing about your special person, why this person is deserving of the award. The Awards Committee members read these letters and make their decisions based upon the package so ensure your letter is both accurate, compelling and convincing.

Obtain a copy of the nominee's a CV, as you can get a lot of information that you are going to need from that document. If the candidate knows you are nominating them simply ask them for their CV. If you are secretly nominating the candidate (which avoids the disappointment of the candidate seeing their nomination fail), then find a creative way to get their CV.

This next step is easy. You need to ask people from the science community to write letters of support for your nominee (letter writers do NOT have to be MSA members). Be sure to read the requirements of the award that you are nominating for as there are different numbers of letters required for different awards (the number of letters was determined at some point by the Awards Committee with approval from the MSA Council). Please know that the Awards Committee members will not read any more support letters than the number asked for, so don't send more. The letter writers that you convinced to help you nominate this person needs to send their letters to you so that you can upload them all together when you fill out the online form.

Finally, copies of publications are required for the postdoctoral Crewe and Palade Awards. Be sure to have these ready for uploading.

Great news! Now you have all the documents, go back and click on one of the buttons for the nomination form where you will upload all these things before the deadline.

More great news! The nomination package is active for three years if they are still eligible! In case there are too many great nominees in one year, they can be considered for the next two years. AND you can update their nomination packages with more great things that the person does each year.

Most important - if you have any questions, just ask MSA Awards Committee members. The Awards Committee chair is listed under the Committee tab on the MSA website.

Done! Now you are on a roll, so why not write another nomination package for someone else? Remember don't forget to consider nominees from underrepresented groups.