

6 steps for nominating a colleague for a professional award

From Tracey Holloway

- 1: Identify who you want to nominate, and make sure you know all deadlines & requirements
- 2 (optional) : Find a co-nominator, to help share the work. It takes time and energy to prepare a strong nomination, so its nice to have a partner.
- 3: Contact the nominee's advisor, and/or other senior members of the field who would be likely supporters. Ask if s/he would support the nomination of _____ and ask for advice on any strategic issues. For example, a senior person might write a recommendation letter, suggest other recommendation letter writers, and/or help with the nomination letter.
- 4: Unless there is some reason to keep it a secret, contact the nominee to request an updated C.V. and let her/him know you're nominating. It always feels good to know your friends and colleagues think highly of you, so even if she doesn't win, she'll feel good to be nominated!
- 5: In your letter, clarify why your candidate has contributed in the areas of research, teaching, and/or outreach. Give lots of details, and be very enthusiastic. Just as you might with any important piece of writing, have a friendly "reviewer" look over the letter and offer suggestions. This might be the same senior colleague(s) contacted in "step 3" above. You might consider whether the letter would be strongest coming from you and your co-nominator ... or whether a senior person would be the best "lead author" on the submission.
6. Send it in! Only nominated scientists have the chance of winning, and it's good to have as many strong candidates put forward as possible.