Timeline and Process for:
The Academy of Medicine, Engineering and Science of Texas (TAMEST)
Edith and Peter O'Donnell Awards
(will open in Jan 2018;   deadline April 30, 2018)

General Information

Overview: http://www.tamest.org/programs/odonnell.html

Nomination Guidelines, Eligibility and Application: http://www.tamest.org/programs/application.html and http://www.tamest.org/programs/innovation.html

Nomination form: http://www.tamest.org/programs/odonnell-nomination-form.html and http://www.tfaforms.com/334540

Eligible nominators: TAMEST members, university presidents, chancellors, provosts, VPRs, deans, industry executives or administrators. NOTE: Can be written by nominee or chairperson, but the official nomination will be Fazle Hussein. His name will be signed on the letter.

Required letters of support: 3 (more are allowed)

Nominee Categories: Science, Engineering, Medicine, Technology Innovation. The same nominee can be nominated for more than one category, but it is better if one person in each category is nominated. NOTE: For the science category, TAMEST rotates between giving preference to biological and physical sciences. "Preference" means it is open to all sciences to allow strong applicants to submit, but they do focus on the theme of the year.

Eligibility: **Medicine, Engineering and Science Awards**

- Nominees must be within 15 years of first faculty appointment (at time of award presentation, typically in January).
- Nominees must have spent the past two years performing research or developing technology in Texas.
- Past nominees may be re-nominated.
- For team nominations, all team members must meet award eligibility requirements.
- TAMEST members are not eligible for nomination.

Eligibility: Technology Innovation Award recognizes individuals or research teams from non-academic institutions who have made a major innovative technological discovery that has the potential for making a positive impact on society. Nominees are required to have been the primary creator of the work for which they are being nominated. .Nominees who have made such a major technological innovation while employed in a non-academic environment but who may now hold an academic appointment will not be excluded.

- Nominees must be continually employed in the state of Texas for the past two years.
- Nominees must be within 25 years from their first full-time industry affiliated position at the end of the year in which the nomination is made.
- For team nominations, all team members must meet all eligibility requirements in order to receive an award, but ineligible team members may be referenced in the summary of accomplishments to recognize contributions.
- TAMEST members are not eligible for nomination.

Required Application Materials
- Nominee application form or re-nomination form; nominator statements: 250 statement and 50 word summary; nominee biosketch (2-3 pages) and research bibliography; a list of 5 of the most important research publications with the highest number of citations, or a list of 5 industrial reports and/or patents. For each, provide the publication title, date of publication, name of journal, DOI number or URL, and pdf of the article (or industrial report or patent); three (3) letters of support

Timeline: Edith and Peter O'Donnell Awards (TAMEST)

September 3: President sends memo from the President/Provost/VPR to Deans, Associate Deans for Research, Department Chairs, Center Directors, and faculty members announcing the O'Donnell Awards and deadline, and requesting nominee suggestions, due October 15.

October 1: VPR's office solicits nominations (for each category) from Deans, Associate Deans for Research, Department Chairs, and Center Directors. Nominee suggestions are due to OVPR by October 15.

October 16: OVPR sends Internal Nomination Committee (Associate Deans of Research) any nominee suggestions that were received from the campus solicitation, along with general eligibility requirements, selection criteria, and links to prior winners. The Internal Nomination Committee is instructed to identify 2 eligible and highly competitive internal nominees for each of the 4 TAMEST categories. Nominees may be selected from any area, independent of prior suggestions received from the campus-wide solicitation. Two highly competitive nominees must be submitted in each category; a third is allowed if also highly competitive. More weight should be given to originality, creativity, and innovation than number of publications or grants.

November 10: List of 8 internal nominees (2 in each of the 4 categories) is due to OVPR from the Internal Nomination Committee. For each nominee, the committee should submit a CV, half-page summary of significant accomplishments, and <u>a</u> justifications for the nomination.

November 17: The OVPR will compile and send the Internal Nomination Committee's list of nominees with CV and ½ page summary to the President, Provost, VPR, and Senior Vice Provost, who will be asked if there are any objections.

January 15: AVPR prepares table of information (pubs, h-index, grants, etc.) for all approved candidates to Fazle Hussain, who will select one final nominee in each category, in consultation with the VPR.

February 1: OVPR contacts nominees and requests a list of 5 possible external letter writers (3 required) and their contact information. Nominees also are asked to send their updated CV and research statement to be shared with letter writers.

March 1: Requested information from nominees is due. VPR contacts possible letter writers via email or phone to ask if they are willing to write strong supporting letters. OVPR sends all necessary materials to those who agree: Nominee's CV, research statement, and guidelines for nomination (copied from TAMEST website). They are asked to submit recommendation letters DIRECTLY to TAMEST by **April 23 AND** to inform OVPR of the successful submission. Submission of these letters are tracked by the OVPR with reminders to the writers as necessary.

March 8: The final four nominees are asked to send the VPR's office the remaining information required for the application before April 1. This includes: final contact information for nominee and letter writers, nominee accomplishments (50 words max), summary of accomplishments (250 words max), 5 most important research publications or industrial reports (including title, date, journal DOI, URL, and a pdf); biosketch (2-3 pages), and bibliography (including refereed publications, h-index, and total number of citations) in MS-Word or pdf.

April 1: Application materials are due from nominees. AVPR carefully examines all documents for consistency and conformance to requirements, and sends this information to Fazle Hussain for review and further edits.

April 9: Approval due from Fazle Hussain. VPR's office enters (copies/pastes) information into application on TAMEST website and informs Fazle to press the "submit" button.

April 23: All letters are due, submitted directly to TAMEST. VPR's office will track all submissions until complete.

April 30, Agency deadline: All materials have been submitted at the TAMEST website and the nomination tracking sheet is updated.