Timeline and Process for:
The Academy of Medicine, Engineering and Science of Texas (TAMEST)
Edith and Peter O'Donnell Awards
(Deadline April 30)

General Information

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

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

Nomination form: http://www.tamest.org/programs/odonnell-nomination-form.html

Eligible nominators: TAMEST members, University President, Chancellor, Provost, VPR, Dean, Industry Executives. **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

Nominee Categories: Science, Engineering, Medicine, Technology Innovation (TTUHSC will handle medicine). The same nominee can be nominated for more than one category, but it is better if one person in each category is nominated.

Eligibility: Medicine, Engineering and Science Awards

- Nominees must be within 15 years of first faculty appointment or of first appointment in industry (2000).
- Nominees must have spent the past two years (ending October 31, 2014) performing research or developing technology in Texas.
- Past nominees may be re-nominated.
- If a team is nominated, at least one team member must meet these eligibility standards.
- TAMEST members are not eligible for nomination.

Eligibility: Technology Innovation Award

- Nominees must be continually employed in the state of Texas for the past two years (ending October 31, 2014).
- Nominees must not have exceeded age 52 at the end of the year in which the nomination is made.
- For team nominations, at least one team member must meet all eligibility requirements, and must have had substantial responsibility for the development of the technology being considered.
- 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 five (5) of the most important research publications or a list of five (5) industrial reports and/or patents and a link to an electronic PDF version of each research publication and/or industrial report and/or patent
- Three (3) letters of support

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

September 1: Provost sends Deans, Department Chairs, Center Directors, and faculty members a memo announcing the O'Donnell Awards (maybe along with other external awards) and deadline.

November 15: VPR's office solicits nominations (for each category) from Deans, Department Chairs, Center Directors, and faculty members. Let them know that Fazle Hussain will submit the official nomination to TAMEST.

December 15: All nominations from departments and colleges are due in the VPR's office. Nominations must include the nominee's CV and a one-page summary of significant accomplishments. These documents are examined by the internal nomination selection committee (VPR, Senior Vice Provost), who will select 2-3 final candidates in each category.

January 15: VPR sends 2-3 names per category to Fazle Hussain, who will select one in each category in consultation with the VPR.

February 1: VPR contacts nominees and requests a list of at 5 possible external letter writers (3 are required) and their contact information. Nominees also are asked to send their CV, research statement, and names of 2 National Academy (NAE, NAS, IOM) members who have relevant expertise to serve as external reviewers.

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. VPR 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 VPR of the successful submission. Submission of these letters are tracked by the VPR with reminders to the writers on April 15 and, if still necessary, April 22. It is the VPR's responsibility to make sure that all recommendation letters are submitted in time.

March 16: The four nominees are asked to send VPR's office the information required for the application, due April 1. This includes: contact information for nominee and letter writers, names of 2 National Academy members who have relevant expertise to serve as external reviewers and their contact information, 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. VPR carefully examines all documents for consistency and conformance to requirements, and sends this information to Fazle Hussain for review and further edit.

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. VPR will track all submissions until complete.

April 30, Agency deadline: All materials have been submitted at the TAMEST website. An electronic or paper copy of the nomination is given to the Office of Research Services. ORS enters information into Cayuse to create a permanent institutional record of the nomination.