Timeline and Process for:
National Medal of Technology and Innovation
(Pending Verification, Previous Deadline was April 7, 2017)

General Information


Evaluation committee: [http://www.uspto.gov/about/nmti/committee.jsp](http://www.uspto.gov/about/nmti/committee.jsp)

Eligible nominators: Nominations may be submitted by anyone. At TTU, President will nominate.

Nomination form must be submitted to: NMTI@uspto.gov

Required letters of support: 6 (sent with nomination form to NMTI@uspto.gov)

Refer questions to John Palafoutas at NMTI@USPTO.GOV

Eligibility

- Nominations for the National Medal of Technology and Innovation can be made for an **individual**, a **team** of up to four individuals, or a **company/non-profit** or a **division of a company/non-profit**. Individuals or teams from a national laboratory or government agency are eligible for nomination; however, a national laboratory or government agency as an organization is **not** eligible for consideration.
- In the case of individuals and teams, U.S. citizenship is a requirement.
- In the case of a for-profit company/division or non-profit/division, the company/non-profit must be U.S. owned, which is defined by the Medal program as having more than 50 percent of its shares or assets owned by U.S. citizens.
- Only nominations on behalf of living individuals are eligible for consideration. However, if an individual passes away after his or her recommendation has been sent to the White House, a posthumous award may be made.
- Members of the National Medal of Technology and Innovation Evaluation Committee cannot receive the Medal during the period of their service on the Committee or for a period of three years thereafter.
- All nominees identified by the White House as potential recipients of the Medal will be subject to an FBI security check. Information collected through the security check may be considered in the final selection of recipients.
- Note: Once submitted, nominations remain active for two years, including the year of nomination and the subsequent nomination year.

Evaluation Criteria: Refer to guidelines at: [http://www.uspto.gov/about/nmti/guidelines.jsp](http://www.uspto.gov/about/nmti/guidelines.jsp)

Required Application Materials

- Nomination form (Section I: nominee contact information; Section II: proposed citation (1-2 sentences), executive summary of contributions (500 words), comprehensive description of contributions (2500

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words); Section III (each item 500 words max): Summary of awards and honors, patents and publications, copyrights/trademarks, employment history; Section IV: indicate individual or team; Section V: contact information for 6 letter writers; Final section: Compliance with Program Terms

- 6 letters of support with file format: Nomineelastname_Nomineefirstname_recWriterlastname.doc.

**Timeline: National Medal of Technology and Innovation**

**September 1:** TTU President sends Deans, Department Chairs, Center Directors, and faculty members a memo announcing the National Medal of Science, and National Medal of Technology and Innovation (maybe along with other external awards) and deadlines, indicating TTU’s strong interest in nominating someone from TTU. The President will be the nominator. The President sends information about the award, eligibility, and criteria, and requests nominations from all those addressed. Nominations must be accompanied by the nominee’s name, department, contact information, and CV.

**September 8:** Final nominations due in the Office of the Vice President for Research (VPR) who will do due diligence by collecting a summary of significant accomplishments from the nominee’s dean/department chairperson. Nomination documents are examined by the President, who will select final nominee, in consultation with the Provost and VPR.

**September 22:** OVPR contacts final nominees and requests a list of 8-10 possible external letter writers (6 are required) and their affiliation, address, telephone, and email information. Nominees also are asked to send their CV, and one-page summary of accomplishments. OVPR starts to complete nomination form.

**October 7:** Requested information from nominees is due. President or VPR contacts possible letter writers to ask if they are willing to write strong supporting letters. OVPR sends all necessary materials to those who agree: Nominee’s CV and one-page summary of accomplishments; links to award description and guidelines, evaluation committee, and sample letter; instructions for file format of letter; and section of nomination form where they complete contact information and affiliation. They are asked to email recommendation letters to OVPR so that all letters can be collected and sent together with the nomination form. Submission of these letters are tracked by the OVPR with reminders to the writers on January 22 and, if still necessary, March 8. It is the OVPR’s responsibility to make sure that all recommendation letters are submitted in time.

**November 1:** All letter writers are secured and sent needed materials.

**January 15:** Nominees are asked to complete the nomination form and send to the OVPR by February 8. This include: Section 1: nominee’s contact info; Section 2: Proposed citation (1-2 sentences), executive summary of contribution (500 words), comprehensive description of contribution (2500 words); Section 3: summary of awards/honors (500 words), patents/publications (500 words), copyrights/trademarks (500 words), employment history (10 years max).

**January 22:** Letter writers are sent a reminder to submit letters by March 23.

**February 8:** Nomination form is due from nominee. OVPR carefully examines for consistency and conformance to requirements. If available, OVPR editors will review and edit (due March 8).

**March 8:** Edited documents due. Letter writers are sent a reminder to submit letters by March 23.

**March 15:** All sections of nomination form are complete and sent to President for approval. If needed, letter writers are sent a reminder to submit letters by March 23.

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March 23: All letters are due to OVPR. OVPR will track all submissions until complete. Then nomination form and 6 letters will be sent to President’s Office who will email documents to NMTI@uspto.gov

April 7, Agency deadline: All nomination materials have been submitted to the agency. An electronic or paper copy of the nomination is given to the Office of Research Services (ORS). ORS enters information into Cayuse to create a permanent institutional record of the nomination.