

**Timeline and Process for:
National Medal of Science
(Pending Verification, Previous Deadline was April 1, 2017)**

General Information

Background: <http://www.nsf.gov/od/nms/medal.jsp>

Eligibility, Criteria: <http://www.nsf.gov/od/nms/nominations.jsp>

Description of Nomination form: <http://www.nsf.gov/od/nms/nomination-form-description.jsp>

President's Committee: <http://www.nsf.gov/od/nms/committee.jsp>

All nominations must be submitted through www.fastlane.nsf.gov

Eligible nominators: Anyone can nominate. At TTU, President will nominate.

Required letters of support: 3 minimum; 5 maximum. All submitted electronically. None can be from TTU.

Refer questions to Mayra N. Montrose at nms@nsf.gov

Eligibility:

- Self-nominations are not eligible, nor are nominations from immediate family members. Teams are not eligible for consideration.
- Deceased nominees are eligible for the award until the fifth anniversary of the day of death.
- Nobel Prize winners are eligible for awards and are evaluated according to the same considerations as those applied to nominees who have not received a Nobel Prize.
- Nominations will be carried over for a period of three years, including the year of nomination. After that time, it is possible to re-nominate the candidate for later consideration, if he or she is still eligible.

Award Selection Considerations

- a. The impact of an individual's body of work on the current state of his or her field of science or engineering;
- b. Whether the individual's achievements are of an unusually significant nature in relation to the potential effects on the development of thought in his or her field of science or engineering;
- c. Whether the nominee has demonstrated unusually distinguished service in the general advancement of science and/or engineering for the Nation, especially when accompanied by substantial contributions to the content of science;
- d. The recognition of the nominee by peers within his or her community, and whether s/he is recognized for substantial impact in fields in addition to his/her discipline;
- e. If the nominee has made contributions to innovation and industry;
- f. Whether the nominee has demonstrated sustained influence on education through publications, teaching activities, outreach, mentoring, etc. and;
- g. Whether the nominee's contributions have created significant positive impact for the Nation.

Required Application Materials

- Nominee application form (Section 1: nominee's contact info; Section 2: education, positions held, honors and awards, proposed citation; Section 3: Narrative statement of qualifications (3 pages max); Section 4: Publications and patents (10 max), each with one sentence on impact; Section 5: Name, contact information of letter writers.
- 3 to 5 letters of support addressed to the President's Committee on the National Medal of Science. Nomination form allows input of 3 who get notified to upload letter. Additional 2 must be mailed as pdf to nms@nsf.gov

Timeline: National Medal of Science

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: President/VPR contacts the final nominee and requests a list of at 6-10 possible external letter writers (3 are required; 5 is maximum) and their affiliation, address, telephone, and email information. The nominee is asked to send her/his CV, and one-page summary of accomplishments (to be sent to letter writers). VPR creates account at fastlane and starts to enter information.

October 7: Requested information from nominees is due to OVPR. President personally calls the top 5 letter writers, asking them for their opinion/willingness to write strong letters of support. If declining, President should go to the next name in the list. It is important to emphasize that the first contact must be made by the President personally, although subsequent contact and reminders may be by the VPR. Names and addresses of those who agree are entered by the VPR into the fastlane nomination form so that they get an email. VPR sends all relevant materials on the nominee to those who agree: Nominee's CV, one-page summary of accomplishments, and links to award description and guidelines, evaluation committee, and example letter if available. In some circumstances, VPR and grant writers may volunteer to provide letter writers an effective draft letter highlighting key accomplishments. Letter writers are asked to submit recommendation letters through fastlane by **March 23 AND** to inform VPR of the successful submission. Submission of these letters are tracked by the VPR with reminders as indicated in this time line. It is the VPR's responsibility to make sure that all recommendation letters are submitted in time.

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

~~December 8~~Pending Verification in January: Nominations open

January 15: The nominee is asked by VPR to send the information required for the nomination form: (Section 1: nominee's contact info; Section 2: education, positions held, honors and awards, proposed citation; Section 3: Narrative statement of qualifications (3 pages max); Section 4: Publications and patents (10 max), each with one sentence on impact; Section 5: Name, contact information of letter writers. These drafts may require iteration between the nominee and VPR, but the final package is due on **February 8**.

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

February 8: All application materials are due from nominee. VPR carefully examines all documents for consistency and conformance to requirements. VPR, with help from grant editors, will review and edit (**March 8th**).

February 22: Letter writers are sent a reminder, if necessary, to submit letters by **March 23**.

March 8: VPR will send materials to the President for review, editing, and approval, with request to send comments back to the VPR by **March 15**. Letter writers are sent a reminder, if necessary, to submit letters by **March 23**.

March 15: All sections of nomination form are complete and submitted through fastlane by VPR. Letter writers are sent a reminder, if necessary, to submit letters by **March 23**.

March 23: All letters are due in the fastlane website. VPR will track all submissions until complete.

April 1, Agency deadline: The absolute deadline from the agency. Of course, our goal is to be sure that all materials have been submitted at the fastlane website by April 13. 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.