Timeline and Process for:
AAAS-Lemelson Invention Ambassadors Program
(Deadline March 31, 2017)

General Information


Application is completed online at: [https://inventionambassadors.aaas.org/login/indexA.cfm](https://inventionambassadors.aaas.org/login/indexA.cfm)

Eligible nominators: Anyone can nominate. Self-nominations are acceptable (by completing application).

Required letters of support: 2 (submitted on line)

Refer questions to: Yolanda Comedy ([ycomedy@aaas.org](mailto:ycomedy@aaas.org))

What Ambassadors do: Ambassadorships are 12 months; each Ambassador would be involved in: (1) a 2 ½ day orientation; (2) advocacy opportunities and two or three strategically selected public engagement activities arranged with/by AAAS. Ambassadors’ presentations will draw from the messaging created by AAAS with the Lemelson Foundation and outside experts, tying in each individual’s personal stories of success; (3) an “end-of-the-program” symposium to engage media, policy makers, and the public. The “culminating” symposia will be held in a strategically chosen location to give Ambassadors the collective ability to inform policy makers, government, industry and non-profits, and to help create a national conversation on the importance of invention.

Evaluation Criteria: (from [http://www.aaas.org/page/call-applications-aaas-lemelson-invention-ambassadors-program](http://www.aaas.org/page/call-applications-aaas-lemelson-invention-ambassadors-program)): Invention Ambassadors should be “catalytic” mid-career inventors who are committed to promoting the value of invention and invention’s role in innovation, economic development, environmental sustainability and quality of life. Candidates can be entrepreneurs, or employees of industry, government, or academia. Candidates should have and demonstrate: (1) a high regard for the role of invention; (2) an invention track record; (3) an accomplished professional career; (4) a commitment to invention’s role in impacting environmental sustainability; and (5) experience or interest in speaking to audiences. Five ambassadors will be chosen in the first class of the program.

Required Application Materials (pdf):

- Online application (nominee creates account and completes)
- Short bio (1 page)
- Resume/CV
- 2 recomm letters (names/contact information get entered into application and they get notified to upload)
- Essay/Video/Diagram
- Interview (if invited)
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**September 8:** Provost sends Deans, Department Chairs, Center Directors, and faculty members a memo announcing the AAAS-Lemelson Ambassadors Program (maybe along with other external awards) and deadline.

**October 14:** OVPR solicits nominations for AAAS honor from Deans, Department Chairs, Center Directors, and faculty members, and sends information about the award, eligibility, and criteria. Nominations must be accompanied by the nominee’s name, department, contact information, CV and a one-page summary of significant accomplishments. Let departments know that the President will be the nominator.

**November 15:** All nominations from departments and colleges are due in the OVPR. Nomination documents are examined by the President and Vice president for Research (VPR), who will select final candidates.

**January 6:** OVPR contacts final nominees and requests a list of 5-6 possible external letter writers (2 are required) and their affiliation, address, telephone, and email information. Nominees also are asked to send CV, and one-page summary of accomplishments.

**Jan 20:** 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; description of award and what ambassadors will do; what committee is looking for (criteria). Instruct writers that their email address will be entered into nominee’s online application, and they will get an email from inventionambassadors@aaas.org with instructions on how to upload letter (pdf format). Ask them to also email copy of letter to OVPR. Submission of these letters is tracked by the OVPR (nominee can check to see if letters were uploaded). It is the OVPR’s responsibility to make sure that all recommendation letters are submitted in time.

**January 30:** The nominees are asked to complete the online nomination and prepare essay/video/diagram.

**February 24:** Nominees are reminded by OVPR that application must be completed by **March 31**, and to notify OVPR when application has been submitted.

**March 9:** Letter writers are sent a reminder to submit letters by **March 31**.

**March 28:** All letters are due to online system and to OVPR. OVPR will track all submissions until complete. If needed, letter writers are sent a reminder to submit letters by **March 31**.

**March 31, Agency deadline:** All materials have been submitted through the online system. Nominee notifies OVPR that application is submitted. 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.