

As of August 2011, the Honors and Recognition Committee has purview on approving new section and focus group honors (i.e., awards and lectures) proposals. Proposals for new section and focus group honors should follow the format provided below. Examples of effective proposal text are provided below as a reference.

1. Tentative Award or Lecture Title

e.g., James R. Holton Junior Scientist Award, Hydrologic Sciences Award, Walter Langbein Lecture

2. Background

Describe the rationale for proposing the award and/or lecture. The background should validate the honor's potential sustainability as it relates to – but, is not limited to – engaging members, shaping policy, and informing society about the excitement of Earth and space science and its role in developing solutions for the sustainability of the planet.

e.g. It is important for the advancement of hydrological science to promote a culture where we identify and support talent throughout all stages of a career. Currently, AGU awards in hydrologic science are skewed toward senior scientists and students. Other than the Union level Macelwane Medal, there is no award for early career hydrologic scientists. What is needed is an award for excellent and significant early contributions to hydrological science through research, educational or other activities.

If you propose naming an award and/or lecture in honor of an individual, be prepared to include (1) a brief bio about the individual and (2) the rationale for naming it after him/her.

e.g. The Holton Award is named in honor of James R. Holton, an outstanding atmospheric scientist, educator, and mentor. During his 38 years on the faculty at the University of Washington, he taught, advised and mentored a large number of students and junior scientists, and was awarded every major honor available in the atmospheric sciences including AGU's Revelle Medal.

3. Goal and Scope Statement

Describe the vision and/or goal for proposing the award and/or lecture.

e.g. The goal of the Ocean Sciences Voyager (mid-career) Award is to recognize significant contributions in the ocean sciences within 8 to 20 years post-degree, including, for example, the awardee's research impact, innovative interdisciplinary work, educational accomplishments (mentoring), societal impact, or other relevant contributions, and to acknowledge that the awardee shows exceptional promise for continued leadership in ocean sciences.

4. Citation

Submit a one-sentence citation which encompasses the goal and scope for the proposed award and/or lecture. We suggest no more than 150 characters for the citation.

e.g. In recognition of significant early career contributions to hydrologic science.

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5. Criteria

Please identify specific criteria for this award.

e.g.

- Horton Medal http://honors.agu.org/medals-awards/robert-e-horton-award/
- Ambassador Award http://honors.agu.org/medals-awards/ambassador-award/

6. Frequency

Indicate (1) how often nominations will be accepted; (2) how many recipients will be selected per nomination cycle; (3) whether an honoree may be selected for the award or lecture more than once; and (4) when the honoree(s) will be formally recognized for the award and/or lecture. If awarded bi-annually, specify whether the award/lecture will be presented in odd or even years.

e.g. Annually; to be awarded and presented at the Hydrology Section Business Meeting/Luncheon during the AGU Fall Meeting. No one individual may receive the award more than once.

7. Eligibility

Nominees are <u>required</u> be an AGU member. Indicate if section/focus group affiliation is a requirement; and, if so, indicate if eligible nominees are (1) primary section/focus group members only; (2) primary and secondary section/focus group members; or (3) any section or focus group AGU member.

e.g. Primary and secondary members of the AGU Hydrology Section

Honors (i.e., awards and/or lectures) for recent Ph.D. graduates, early career, and mid-career awards may require a minimum or maximum eligibility timeframe since attaining their highest degree. Specify the exact number of years required for eligibility.

e.g. For early career – Nominees must be within **six (6) years** of receiving their Ph.D. on the first day of the year in which the award is to be made (i.e., on or after 1 January 2008 for the 2014 award).

Nominees are typically eligible as follows:

Honors for recent graduates (Ph.D. *Ph.D. earned up to 12 months prior to the* or highest earned) nomination deadline.

Career Stages:

- Student: currently enrolled in an institution
- Recent Graduate/Post-doc: recent graduate is five years' post PhD or highest equivalent terminal degree

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- Early Career: within 10 years of receiving their PhD or highest equivalent terminal degree
- Middle Career: within 20 years of receiving their PhD or highest equivalent terminal degree
- Senior Scientist: experienced and sustained career: established leader in the field.

PARENTAL LEAVE: All AGU section/focus group early career awards and lectures <u>must</u> extend an exception for authorized parental leave. The following text should be included in the award and/or lecture proposal:

Parental leave, if formally provided by the nominee's institution and taken by the nominee during this eligibility timeframe, can extend the **[ENTER NUMBER OF YEARS]**-year period of eligibility. Proof of authorized parental leave from the nominee's institution must be submitted at the time of nomination (i.e., official letter of confirmation, with the author's with contact information provided, on the institution's letterhead).

8. Financial Implications

Unless otherwise indicated, AGU will provide the honoree with a standard award certificate in an AGU certificate holder, free of charge.

<u>Identify all other expenses associated with the award and/or lecture.</u>

Section/Focus groups are directly responsible for funding monetary prizes and/or gifts associated with their respective awards and named lectures. Monetary prizes, waivers for AGU annual meeting registration, housing, event tickets, and/or travel reimbursement, and award plaques are often disbursed by using section/focus group funds or though generous donations made to support these honors.

Indicate if the honoree will receive (1) a monetary prize, (2) waiver(s) for Fall Meeting registration, and/or housing, (3) travel reimbursement, and/or (4) award plaque. If the section/focus group is hosting a ticketed event, at least one complimentary ticket should be issued to the honoree prior to registration, which will be charged to your respective section/focus group fund. However, If funds are not available, then no monetary prizes, waivers for Fall Meeting registration, housing, and/or event tickets, or award plaques will be issued to the honoree during his/her award and/or lecture presentation year.

9. OPTIONAL: Meeting Program Implications (for Ph.D. or highest degree earned awardees)

For awards targeted toward nominees who are recent recipients of a Ph.D. (or highest degree earned), sections and focus groups often include an opportunity for an invited talk as an incentive for each award presentation year. The awardee must present the invited talk at the AGU Fall Meeting during the year in which the award is presented. Invited talks are presented by awardees during AGU annual meetings and are approximately 15 to 20 minutes in length. NOTE: An invited

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talk is optional and not a requirement. Select one of the following options to establish an invited talk as a component of an award for recent recipients of a Ph.D. or highest degree earned:

- The awardee will present an invited talk in the general session of the section/focus group responsible for establishing the award; or
- The Award Committee Chair will recommend an appropriate session of the section/focus group responsible for establishing the award in which the awardee will present an invited talk.

If the section/focus group chooses to include a Fall Meeting invited talk as a component of an award specifically for recent recipients of a Ph.D. or highest degree earned, then section/focus group officers and volunteers are responsible for the following:

- Collaborating with the session convener to secure a session slot for the awardee as an
 "invited author." Once finalized, the awardee will receive an automated e-mail with "invited
 author" abstract submission instruction.
- Advising the awardee in which session number he/she will present their invited talk.
 Forward the session details to AGU section and focus group liaison, Beth Paredes

10. Nomination Package Requirements and Deadline

By submitting a nomination for a section/focus group award and/or lecture, the nominator has read and will fully comply with the AGU Conflict of Interest Policy terms as it relates to the nominee, nominator, and all supporters – special exceptions apply to Ph.D. (or highest degree) and early career awards.

Each nomination package should include the following:

A nomination letter – preferably on letterhead with the author's signature – stating how the nominee meets the selection criteria (not to exceed two pages)

- For Ph.D. (or highest degree earned) nominees, we suggest that the nominator share
 details about the nominee completing significant work that shows the focus and promise of
 making outstanding contributions which may further the understanding of their respective
 scientific discipline(s) for the benefit of society.
- For early career nominees, we suggest that the nominator share details about the nominee's significant early career contributions to their respective scientific discipline(s) through a combination of research, education, and/or outreach activities for the benefit of society.
- For mid-career nominees, we suggest that the nominator share details about the nominee's major advance(s) or demonstrative potential to have sustained impact to their



- respective scientific discipline(s) overall (e.g., research, education, mentoring, outreach, etc.) for the benefit of society.
- For advanced career nominees, we suggest that the nominator share details about the nominee's truly outstanding scientific contributions and/or sustained impact over an entire career to their respective scientific discipline(s) overall (e.g., research, education, mentoring, outreach, etc.) for the benefit of society.

The nominee's curriculum vitae

Up to three (3) letters of support – preferably on letterhead with the author's signature – which support the nominator's argument, stating how the nominee meets the selection criteria (not to exceed two pages) The total does not include the nomination letter. Diverse letters of support are encouraged (i.e., individuals not currently or recently associated with the candidate's institution of graduate education or employment).

Supporting Documents - Supporting documents may vary based on the award/lecture category; here are a few options from which a section/focus group may select one or more, as needed:

Award Category

Supporting Document Options

Honors for recent graduates (Ph.D. or highest earned)

A bibliography for the nominee of papers published and submitted, and presentations made related to their dissertation.

A 5-page extended summary of the dissertation that discusses the context for the dissertation, the major findings and their significance; and a PDF of the nominee's dissertation (For a dissertation written in a language other than English, the submission must be supplemented by an extended summary written in English for each chapter. This will facilitate a proper evaluation of the dissertation.).

Up to three (3) reprints or pre-prints of the nominee's papers that are related to their dissertation.

Early career honors

A selected bibliography for the nominee, which should begin by briefly stating the candidate's total number and



types of publications and specifying the number published in AGU publications (not to exceed two pages)

Up to three (3) published or in-press manuscripts that illustrate the candidate's quality of work.

Mid-career <u>and</u> advanced career honors

A selected bibliography for the nominee, which should begin by briefly stating the candidate's total number and types of publications and specify the number published in AGU publications (not to exceed two pages)

Up to three (3) published or in-press manuscripts that illustrate the candidates outstanding contributions

<u>Nomination Deadline</u>: The deadline for section/focus group award and lecture submissions is 15 April. Award selections must be submitted to AGU sections and focus group liaison, Beth Paredes, during each award presentation year, by 9 June. The deadline for Section/Focus Group presidents to approve these recommendations is 12 June and the official announcement of honorees is 12 June.

11. Award/Lecture Committee Appointment, Review and Selection Process

- The Award/Lecture Committee is appointed by the designated section/focus group officer(s).
- Nominations will be directed to the Award/Lecture Committee, which has been specifically constituted to consider this honor on behalf of the respective section/focus group.
- The Award/Lecture Committee Chair will inform the Section/Focus Group President about the evaluation and selection processes used to reach a decision about the awardee/lecturer.
- The Section/Focus Group President confirms his/her approval of the Award/Lecture Committee's recommendation by informing (1) the awardee and/or lecturer and (2) the AGU section/focus group liaison, Beth Paredes, of the committee's decision, during each award presentation year, by **9 June.**
- Distribution of awards will occur during the AGU Council Meeting at breakfast during the AGU Fall Meeting (or prior).

12. Award and Lecture Proposal/Amendment Submission and Approval Process

- New section/focus group award and lecture proposals must be submitted for the purview of the section or focus group executive committee(s) that will be responsible for their initial review and administration.
- The Section/Focus Group President's signature is required on the award/lecture proposal document (electronic or official signatures are acceptable).



Modified August 2013

Guidelines for Submitting Section/Focus Group Awards and Lectures Proposals

- The Section/Focus Group President is responsible for submitting the signed award and/or lecture proposal directly to the Executive Operations and Awards Administration Assistant Director, Beth Paredes, and a copy to the Program Manager, Member Relations, Danica Williams.
- The Executive Operations and Awards Administration Assistant Director will send an e-mail confirmation (1) upon receipt of an award and/or lecture proposal and (2) after a final decision is made by the Honors and Recognition (H&R) Committee.
- All amendments to existing section/focus group awards and/or lectures must be submitted to the H &R Committee for approval and/or feedback. Any modifications to sections I–IX of an established section/focus group award and/or lecture scope document requires the submission of an amendment by the Section/Focus Group President to be reviewed by the H&R Committee. No modifications will be accepted without final decision from the H&R Committee.

Please note that the Honors and Recognition Committee conducts deliberations throughout the year. However, there is no exact timeframe for the committee to review award/lecture proposals.

In order to establish or amend a section/focus group honor for the next award/lecture presentation year, new proposals and/or amendments must be submitted by 1 October. If a proposal or amendment is submitted after 1 October, it may be reviewed by the H&R Committee when time permits in the following year, which will affect the inaugural award/lecture presentation — causing the first award/lecture selection to skip one year.

ection/Focus Group President's Signature	 Date
(Electronic or Original)	
for Assistance:	
effective August 2011	

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Advice about new award/lecture proposals and Science Team, Beth Paredes, (eparedes@agu.org) established honors

Submission of and status updates about new Science Team Beth Paredes (eparedes@agu.org) award and lecture proposals

Advice about funding for established Development Team, Victoria Thompson awards/lectures (vthompson@agu.org)

Advice about sponsorship Development Team, Christy Hanson (chanson@agu.org)