

CRITERIA CHECKLIST FOR DISTINGUISHED ACHIEVEMENT AWARD

The Distinguished Achievement Award recognizes distinct and extraordinary accomplishments with identifiable impacts that have provided a significant advance in enabling, understanding, or communicating key scientific issues during the past five-year period. The work should represent the very best of accomplishments that enhance UCAR's reputation by having a significant external impact. The award is for a body of work that may have been displayed through scientific publications, development of new technologies, education and outreach, or other leadership and support activities consistent with UCAR's mission. This award is not intended to recognize lifetime achievement or longevity.

1. Achievement(s) of Nominee:

- a. Does the achievement(s) occur during the past five years?
- b. Does the achievement(s) provide a significant advance in enabling, understanding, or communicating key scientific issues?
- c. Does the achievement(s) have identifiable impacts?
- d. Does the achievement(s) enhance UCAR's reputation?

If yes to all of the above, please submit the nomination following the checklist below.

2. Nomination (**four** pages in length – either two double-sided or four single-sided):

- a. Content (check to be sure all of the following are included):
 - Name and Executive Summary
 - Description of Activity
 - Impact of Activity and Justification of Nomination: Are these clearly and concisely presented according to the criteria stated in 1.b-d above, e.g.,
 - How does the achievement(s) provide a significant advance in enabling, understanding, or communicating key scientific issues?
 - How does the achievement(s) have identifiable impacts?
 - How does the achievement(s) enhance UCAR's reputation?
- b. For those preparing the nomination: If this is a team nomination, is there an explicit description of each individual's contribution?
- c. Is the nomination limited to four pages in length?

3. Supporting Documents (**four** pages in length, in addition to the nomination)

- a. Does the supporting material emphasize the impact of the work and not just list what was done?
- b. If supporting material takes the form of letters of support, are they written by people who appreciate the scope of the work and its impact? Does the letter clearly delineate the significant advance *and* its impact?
- c. If websites, CDs, books, papers, or other items are referenced, have their importance and impact been explained?
- d. Is the supporting material limited to **four** pages in length?

- 4. Are the nomination and supporting materials written with a layperson's perspective in mind? (Remember that jury members are not going to be experts in every field and, therefore, may not fully grasp the importance of a particular nomination unless it is clearly described.)

- 5. In either the nomination material or in the letters of support, please briefly identify the position or relationship of the supporter to the nominee(s) and/or the supporter's qualifications in the field (i.e. Director of....., or Co-PI on....., or Winner of X in X field, etc.). Please don't assume that because someone is well known or highly esteemed in a particular field, they are recognizable to all the jury members.