



# FastLane Help System

## Honorary Awards



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## Honorary Awards

### Honorary Awards Introduction

In the Honorary Awards module, researchers can submit nominations and references/letters of support for nominees for the following NSF awards:

- Alan T. Waterman Award: An annual award that recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation
- National Medal of Science: A Presidential award bestowed on individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences." NSF manages this award on behalf of the White House.
- Vannevar Bush Award: An annual award that recognizes an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation"
- National Science Board Public Service Award: An annual award that recognizes people and organizations who have increased the public understanding of science or engineering

The Alan T. Waterman Award, the National Medal of Science and the Vannevar Bush Award require references. When you prepare a nomination for any of these awards, you are required to indicate the names and contact information for the individuals who will submit a reference on behalf of your nominee. As a nominator you are responsible for ensuring that your suggested references submit their information in a timely manner.

Nomination for the National Medal of Science, the Vannevar Bush and the National Science Board Public Service award meriting final consideration may be carried over for a period of 3 years, including the year of nomination. After that time, you may renominate the candidate for later consideration, if he or she is still eligible. For the Alan T. Waterman award, only nominations classified as "Top Performer" are carried over an additional year. For questions regarding eligibility for the Alan T. Waterman award, please contact the Honorary Awards Specialist listed for the award.

After you have submitted a nomination, you cannot change it through FastLane. You must contact the Honorary Awards Specialist listed for the award.

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- Vannevar Bush Award: An annual award that recognizes an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation"
- National Science Board Public Service Award: An annual award that recognizes people and organizations who have increased the public understanding of science or engineering

The Alan T. Waterman Award, the National Medal of Science and the Vannevar Bush Award require references. When you prepare a nomination for any of these awards, you are required to indicate the names and contact information for the individuals who will submit a reference on behalf of your nominee. As a nominator you are responsible for ensuring that your suggested references submit their information in a timely manner.

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After you have submitted a nomination, you cannot change it through FastLane. You must contact the Honorary Awards Specialist listed for the award.

## Register for Honorary Awards

1. On the **FastLane Home Page** screen (Figure 1), click **Honorary Awards**. The **Honorary Awards** screen displays (Figure 2).

NSF Home | News | Site Map | FastLane Help | Grants.gov Help | Contact Us

**FastLane**  
www.fastlane.nsf.gov

FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)

**FastLane User Support**  
(7 AM to 9 PM Eastern Time • M-F)  
**1-800-673-6188**  
FastLane Availability (recording):  
**1-800-437-7408**

Proposals, Awards and Status | Proposal Review | Panelist Functions | Research Administration | Financial Functions

**Honorary Awards** | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

**Quick Link**

- ▶ Registration Information
- ▶ Award Search and Funding Trends
- ▶ FastLane FAQs (Opens new Browser Window)
- ▶ Grants.gov FAQ (Opens new Browser Window)

**Advisories**

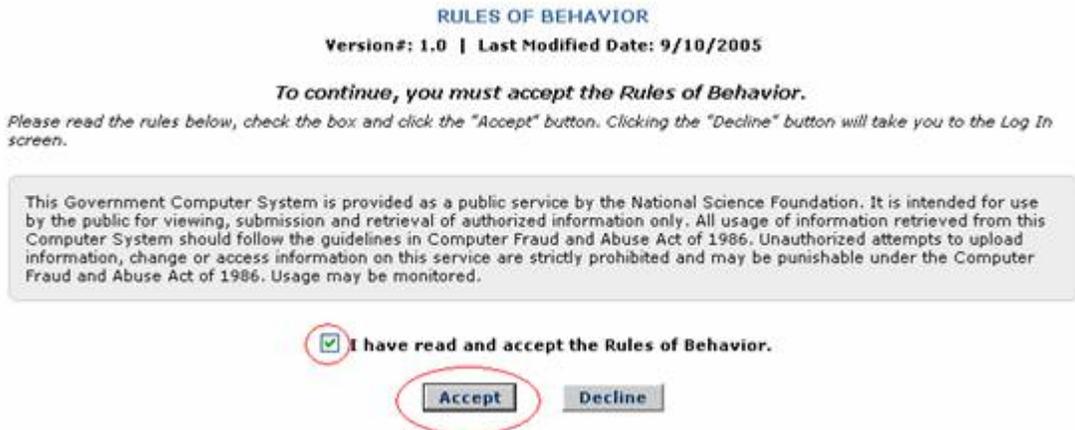
- 08/01/07** - FastLane changes to reduce the use of Social Security Numbers (SSNs) will be implemented on August 4, 2007.
- 07/31/07** - FastLane changes to reduce the use of Social Security Numbers (SSNs) will be implemented on August 4, 2007.
- 07/05/07** - Information on the Use of Designated Fonts in NSF Proposals (Opens new browser window)
- 06/22/07** - Starting June 23rd, NSF is making it easier for PIs to report journal publication citations as part of their

Figure 1 FastLane Home Page screen. The Honorary Awards link is circled.



Figure 2 Honorary Awards screen. The Register Here link and the register and create your Honorary Awards user account link is circled.

2. To create an account, click on **Register Here** or the **register and create an Honorary Awards user account** link. (Figure 2). The **Rules of Behavior** screen displays (Figure 3).



**Figure 3 Rules of Behavior screen. The check mark box and the Accept button are circled.**

3. Read the **Rules of Behavior** (Figure 3).
4. Click the check mark box for **Accept** (Figure 3) to accept the Rules of Behavior (You cannot continue to register if you do not accept).
5. Click the **Accept** button (Figure 3). The **Register User** screen displays (Figure 4). On the **Register User** screen (Figure 4), enter the following information in the appropriate boxes:
  - First name
  - Last name
  - Address
  - City
  - Zip code (optional)
  - State
  - Country
  - International postal code (optional)
  - Email
  - Phone number
  - Fax number (optional)
  - Organization
  - User Name
  - Password (see [Password Requirements](#))
  - Confirm password—Retype your password.

User Account Management | MAIN

**REGISTER USER**

Please enter information into the fields below in order to create your user account. If you have a domestic United States address, please fill in the state and zip code fields. Otherwise, please enter your international postal code. Please enter your password twice, as this will help to prevent your password from being registered with typographical errors.

**Note: registering with the Honorary Awards website will not create an account within Fastlane for you.**

\* Required Field

\* First Name: Alan      \* Last Name: Alpha

\* Address: 15552 Wilson Boulevard

\* City: Arlington      State: Virginia

Zip: 22042

International Postal Code:

\* Country: United States

\* Email: alan@alpha.edu

\* Phone Number: 7039999999 (no dashes or spaces)

Fax Number: (no dashes or spaces)

\* Organization: NSF

\* User Name: aalpha

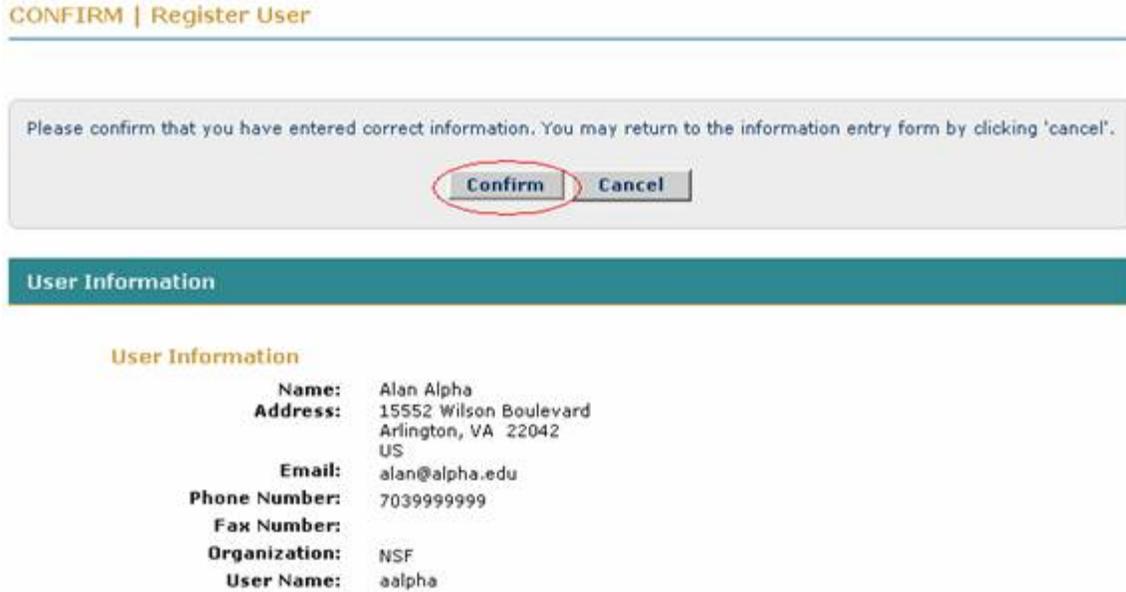
\* Password: ●●●●●●

\* Confirm Password: ●●●●●●

**Submit**      Cancel

Figure 4 Register User screen. The Submit button is circled.

6. Click the **Submit** button (Figure 4). The **Confirm Register User** screen displays (Figure 5).



**Figure 5 Confirm Register User screen. The Confirm button is circled.**

7. Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6).



**Figure 6 Confirmation screen.**

8. Click **Back to Main** (Figure 6). The **Honorary Awards** screen displays (Figure 7). You can now begin to nominate an individual or to write a reference for an individual for one of the four awards.



### Honorary Awards

Select an Honorary Award below to create and manage nominations and references for that Award.

- Alan T. Waterman Award**  
This annual award recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.
- National Medal of Science**  
Awarded to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences."
- Vannevar Bush Award**  
This annual award recognizes an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."
- National Science Board Public Service Award**  
This annual award recognizes people and organizations who have increased the public understanding of science or engineering.

Figure 7 Honorary Awards screen.

## Log In to Honorary Awards

To log in, you must be registered for Honorary Awards. See [Register for Honorary Awards](#).

1. On the **FastLane Home Page** screen (Figure 1), click **Honorary Awards**. The **Honorary Awards Login** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Honorary Awards link is circled.

Figure 2 Honorary Awards Login screen. The Log In button is circled.

2. In the **Login** section (Figure 2), type the following in the boxes provided:
3. **User name** (which you assigned to yourself when you registered)
4. **Password** (which you set when you registered)
5. Click the **Login** button (Figure 2). The **Honorary Awards** screen displays (Figure 3). You have options to submit nominations for the following awards:
  - [Alan T. Waterman Award](#)
  - [National Medal of Science](#)
  - [Vannevar Bush Award](#)
  - [National Science Board Public Service Award](#)



### Honorary Awards

Select an Honorary Award below to create and manage nominations and references for that Award.

- Alan T. Waterman Award**  
This annual award recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.
- National Medal of Science**  
Awarded to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences."
- Vannevar Bush Award**  
This annual award recognizes an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."
- National Science Board Public Service Award**  
This annual award recognizes people and organizations who have increased the public understanding of science or engineering.

Figure 3 Honorary Awards screen.

## **Alan T. Waterman Award**

### **Alan T. Waterman Award Introduction**

The Alan T. Waterman Award is given annually in recognition of an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

You have the following options in preparing an Alan T. Waterman Award:

- [View the award criteria](#)
- [Find background information on the award](#)
- [Get the listing of the award's past winners](#)
- [Prepare a nomination for the award](#)

If you have been designated to write a reference for a nominee for the Alan T. Waterman Award, see [Prepare a Waterman Reference](#).

## Alan T. Waterman Award Introduction

The Alan T. Waterman Award is given annually in recognition of an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

You have the following options in preparing an Alan T. Waterman Award:

- [View the award criteria](#)
- [Find background information on the award](#)
- [Get the listing of the award's past winners](#)
- [Prepare a nomination for the award](#)

If you have been designated to write a reference for a nominee for the Alan T. Waterman Award, see [Prepare a Waterman Reference](#).

## View Award Criteria for Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).

**Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.**

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).

**Figure 2 Alan T. Waterman Award screen. The View Award Criteria link is circled.**

3. Click **View Award Criteria** (Figure 2). The **Award Selection Criteria** screen displays (Figure 3) with the formal criteria for the award.

### Award Selection Criteria

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▪ The Committee has established the following guidelines for selection of candidates. The Award seeks to identify the most outstanding young scientist or engineer in the country.

- a. Candidates must be U.S. citizens or permanent residents and must be 35 years old or younger, or not more than seven years beyond the receipt of the Ph.D. degree by December 31 of the year in which they are nominated.
- b. Candidates should have demonstrated exceptional individual achievements in scientific or engineering research of sufficient quality to place them in front of their peers. Criteria include originality, innovation, and significant impact on the field.
- c. Renominations may be submitted via an updated nomination form, or may be resubmitted the year following their original submission from the Alan T. Waterman homepage using the existing nomination and references.
- d. Candidates identified for final review by the selection Committee, and who remain eligible under selection criteria (a) above, will automatically be in considered in the next year's review cycle.

▪ **All nominations must be in conformance with the eligibility requirements stated above. All nominations, renominations, and references must be submitted no later than 11:59 PM Monday, December 31, 2007.**

[◀ Back](#)

[Begin Nomination](#)

**Figure 3 Award Selection Criteria screen.**

## Find Background Information on Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).

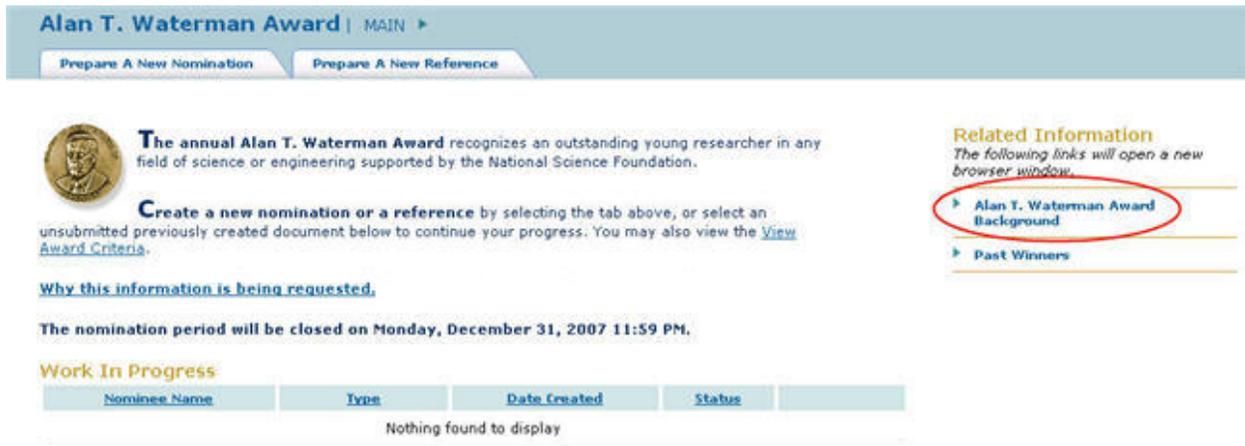


Figure 2 Alan T. Waterman Award screen. The Alan T. Waterman Award Background link is circled.

3. Click **Alan T. Waterman Award Background** (Figure 2). The **A. T. Waterman Award** screen displays (Figure 3) in a new window with the background information on the award.

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**Office of the Director (OD)**

Alan T. Waterman Award

**Waterman Award Home**  
Frequently Asked Questions (FAQ)  
Recipients  
Award Committee

**Office of the Director**  
Office of the Director (OD)  
Office of Cyberinfrastructure (OCI)  
Office of Equal Opportunity Programs (OEP)  
Office of the General Counsel (OGC)  
Office of Integrative Activities (OIA) - EPSCoR Office  
Office of International Science and Engineering (OISE)  
Office of Legislative & Public Affairs (OLPA)  
Office of Polar Programs (OPP)

### Alan T. Waterman Award

CALL FOR NOMINATIONS - 2012 ALAN T. WATERMAN AWARD

The National Science Foundation is pleased to accept nominations for the 2012 Alan T. Waterman Award. Each year, the Foundation bestows the Waterman Award to recognize the talent, creativity, and influence of a singular young researcher. Details about the Waterman award's history, the nomination procedure and the selection criteria are available below.

Nominees are accepted from any field of science or engineering that NSF supports. Nominations must be submitted electronically using NSF's FastLane system at <https://www.fastlane.nsf.gov/nomawards/index.jsp>. Please direct all inquiries about the award and the nomination procedures to Mayra Montrose ([mmontros@nsf.gov](mailto:mmontros@nsf.gov)). The deadline for accepting nominations is October 31, 2011.

A PDF version of the call for nominations is available [here](#).

**BACKGROUND**

Congress established the Alan T. Waterman Award in August 1975 to mark the 25th Anniversary of the National Science Foundation and to honor its first Director. The annual award recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation. In addition to a medal, the awardee receives a grant of \$500,000 over a three year period for scientific research or advanced study in the mathematical, physical, biological, engineering, social, or other sciences at the institution of the recipient's choice.

The Waterman Award fact sheet, prepared by the Office of Legislative and Public Affairs, is available at [http://www.nsf.gov/news/news\\_summ.jsp?cntn\\_id=102999](http://www.nsf.gov/news/news_summ.jsp?cntn_id=102999).

**ELIGIBILITY AND SELECTION CRITERIA**

- Candidates must be U.S. citizens or permanent residents and must be 35 years of age or younger or not more than 7 years beyond receipt of the Ph.D. degree by December 31 of the year in which they are nominated. For example, candidates eligible for the 2011 award must be born on or after 1975, or received their Ph.D. on or after 2003.
- Candidates should have demonstrated exceptional individual achievements in scientific or engineering research of sufficient quality to place them at the forefront of their peers. Criteria include originality, innovation, and significant impact on the field.

**NOMINATION REQUIREMENTS**

- Nomination packages consist of a nomination and four letters of reference submitted via FastLane <https://www.fastlane.nsf.gov/nomawards/>.
- The names of four references are required for each nomination. The references cannot come from the nominee's home institution. References must be requested by the nominator and submitted by the established FastLane deadline.
- Nominations will not be reviewed by the Committee unless all the requirements are met.
- Institutions may nominate an unlimited number of individuals.

**INQUIRIES**

Please see the [Frequently Asked Questions](#) page for specific questions about the award criteria or the nomination process. For any other questions, or for additional information, please contact:

Mayra N. Montrose  
Office of Integrative Activities  
National Science Foundation  
4201 Wilson Boulevard, Rm. 1270  
Arlington, VA 22230  
Phone: 703-292-8040  
Fax: 703-292-9040

Email Print Share

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The National Science Foundation, 4201 Wilson Boulevard, Arlington, Virginia 22230, USA  
Tel: (703) 292-8111 | FRS: (800) 677-8339 | TDD: (800) 281-6749

Last Updated: Aug 26, 2011  
[Text Only](#)

Figure 3 A. T. Waterman Award screen.

## Past Winners of the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).

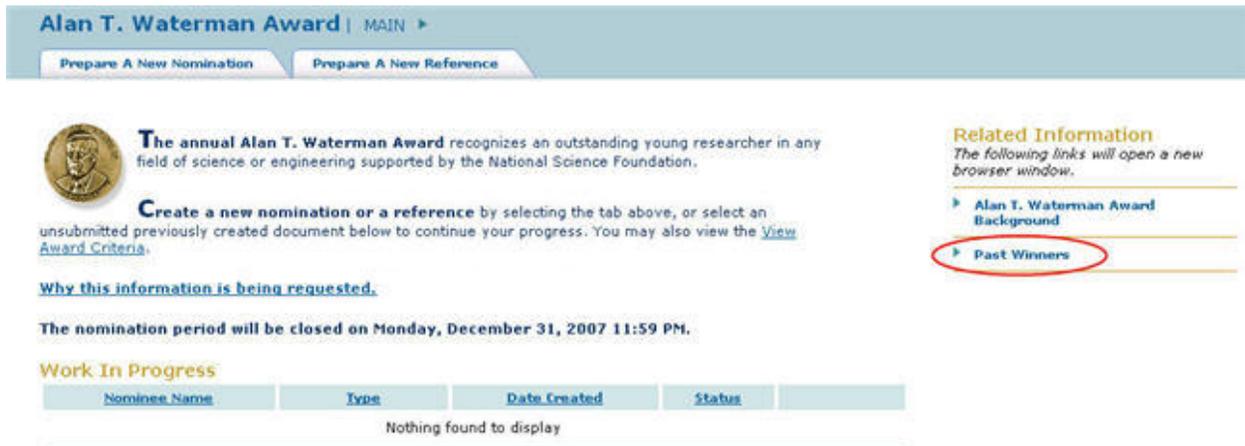


Figure 2 Alan T. Waterman Award screen. The Past Winners link is circled.

3. Click **Past Winners** (Figure 2). The **A. T. Waterman Award Recipients** screen displays (Figure 3) in a new window.

**National Science Foundation**  
WHERE DISCOVERIES BEGIN

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**Office of the Director (OD)**

**Alan T. Waterman Award Recipients, 1976 - present**

[2010](#) | [2009](#) | [2008](#) | [2007](#) | [2006](#) | [2005](#) | [2004](#) | [2003](#) | [2002](#) | [2001](#) | [2000](#)  
[1999](#) | [1998](#) | [1997](#) | [1996](#) | [1995](#) | [1994](#) | [1993](#) | [1992](#) | [1991](#) | [1990](#)  
[1989](#) | [1988](#) | [1987](#) | [1986](#) | [1985](#) | [1984](#) | [1983](#) | [1982](#) | [1981](#) | [1980](#) | [1979](#) | [1978](#) | [1977](#) | [1976](#)

Note: Institutions listed are those with which the recipients were affiliated at the time of the Award.

**2010**



**SUBHASH A. KHOT**

**Associate Professor of Computer Science, Co**

"For unexpected and original contributions to comp optimization, computer science and mathematics."

**2009**



**DAVID CHARBONNEAU**

**Thomas D. Cabot Associate Professor of Astr**

"For his pioneering research into the discovery and and atmospheres, and has revolutionized interdiscip

**Waterman Award Home**  
**Frequently Asked Questions (FAQ)**  
**Recipients**  
**Award Committee**

**Office of the Director**  
**Office of the Director (OD)**  
**Office of Cyberinfrastructure (OCI)**  
**Office of Equal Opportunity Programs (OEP)**  
**Office of the General Counsel (OGC)**  
**Office of Integrative Activities (OIA)**  
- EPSCoR Office  
**Office of International Science and Engineering (OISE)**  
**Office of Legislative & Public Affairs (OLPA)**  
**Office of Polar Programs (OPP)**

Figure 3 A. T. Waterman Award Recipients screen.

## Nomination for Waterman Award

# Prepare a Nomination for the Alan T. Waterman Award Introduction

In preparing and submitting a nomination for the Alan T. Waterman Award, you can conduct the following activities:

- [Complete the Nomination Form](#)
- [Submit a nomination](#)
- [Save a nomination](#)
- [Edit a saved nomination](#)
- [View the entire nomination](#)
- [View the nomination in PDF format](#)
- [Submit a saved nomination](#)
- [View the status of a reference](#)

## Prepare a Nomination for the Alan T. Waterman Award

### Introduction

In preparing and submitting a nomination for the Alan T. Waterman Award, you can conduct the following activities:

- [Complete the Nomination Form](#)
- [Submit a nomination](#)
- [Save a nomination](#)
- [Edit a saved nomination](#)
- [View the entire nomination](#)
- [View the nomination in PDF format](#)
- [Submit a saved nomination](#)
- [View the status of a reference](#)

## Complete the Nomination Form for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).

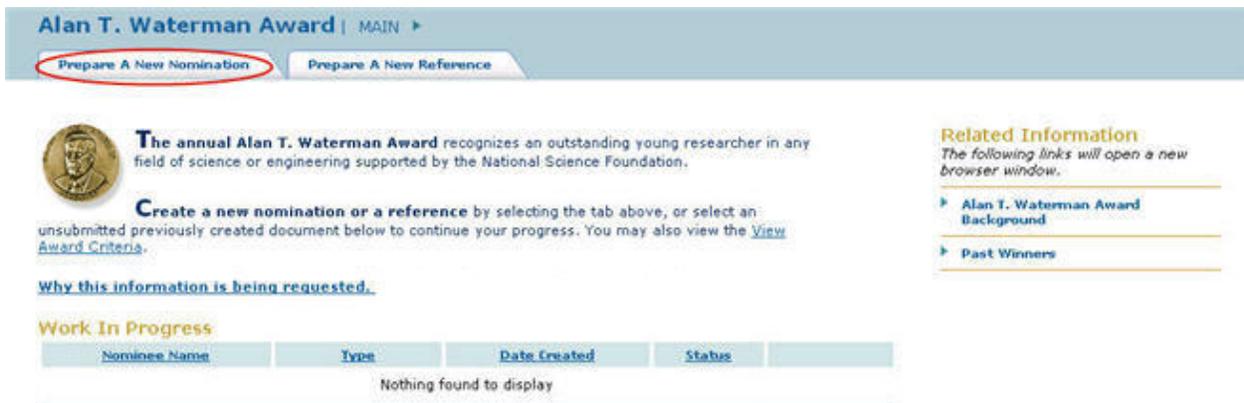


Figure 2 Alan T. Waterman Award screen. The Prepare a New Nomination tab is circled.

3. Click the **Prepare a Nomination** tab (Figure 2). The **Instructions for Preparing a Nomination** screen displays (Figure 3) with general instructions for completing the nomination.

Alan T. Waterman Award | MAIN ▶

Prepare A New Nomination    Prepare A New Reference

### Instructions for Preparing a Nomination

To proceed to the nomination entry form, you must first familiarize yourself with the award criteria by clicking the 'view award criteria' button at the bottom of the page. You may also find it useful to review nomination information requirements. [View Nomination Form Description](#) before proceeding.

- There are six steps in the nomination creation process for the Alan T. Waterman Award. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step of the nomination. Fields marked with an asterisk (\*) are mandatory. Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the nomination can be accessed from the Alan T. Waterman Award homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your nomination to the Alan T. Waterman Award Committee Manager for review.
- You may copy and paste unformatted text from documents on your computer into any text fields you see on the online nomination forms. Please note that copying text from word processing applications such as Microsoft Word may insert characters that are not recognized by standard HTML character sets. To convert a document into ASCII text, you may specify the "text only" option when saving your document.
- As a nominator, you are responsible for ensuring that your references submit their information in a timely fashion. Please inform your references of the exact spelling of your nominee's name and the designated discipline. This will allow the system to automatically link the references to the nomination.
- Nominations meriting final consideration may be carried over for a period of three years, including the year of nomination. After that time, it is possible to renominate the candidate for later consideration, if he or she is still eligible.
- **Note:** A nomination cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose.

Contact: Mayra Montrose at [mmontros@nsf.gov](mailto:mmontros@nsf.gov)

← Back    View Award Criteria

Figure 3 Instructions for Preparing a Nomination screen. The View Nomination Form Description link is circled.

4. To see the form requirements, click **View Nomination Form Description** (Figure 3). **The Nomination Form Description** screen displays (Figure 4) with a listing of all the components of the Nomination Form.



### Nomination Form Description

The following bullet points describe the Alan T. Waterman Award nomination form. As a nominator, you may expect to spend approximately 15 hours researching and preparing an effective Alan T. Waterman Award nomination.

- There are six sections to the nomination form. You will be asked to enter information about the nominee, their history (education, positions held, honors) and proposed citation, a narrative regarding the nominee's work, publications, and references.
- The first section pertains to the nominee's contact information. You are required to enter the following information (required fields are indicated by \*):
  - First Name \*
  - Last Name \*
  - Address \*
  - Email
  - Phone Number \*
  - Major Discipline \*
  - Organization with which the nominee is associated \*
  - Year of Birth \*
  - Citizenship status - U. S. Citizen or Permanent Resident \*
  - Place of Birth \*
- The second section covers the nominee's history and citations. You must enter:
  - Between one and six of the nominee's degrees \*
  - Any pertinent positions the nominee has held \*
  - Honors received \*
  - A proposed citation \*
- The third section is a free-text narrative statement which covers the nominee's qualifications for the Alan T. Waterman Award. The statement should be no more than 1000 words.
- The fourth section covers the nominee's publications and contributions. The maximum allowable amount is 20.
- The fifth section covers the nominee's references. Four reference writers not from the nominee's home institution need to be identified for each Alan T. Waterman nomination. The system will automatically send an email to these reference writers to notify them that their assistance is requested when the information is saved the first time. You will need to enter the following:
  - First Name \*
  - Last Name \*
  - Address \*
  - Email \*
  - Phone Number \*
  - Fax Number
  - Organization \*
- The sixth section contains the Submit button. This section will not be available until you have correctly entered and saved required data in the other five sections.

**Figure 4 Nomination Form Description screen. The Back link is circled.**

5. Click the **Back** button (Figure 4). The **Instructions for Preparing a Nomination** screen displays (Figure 5).

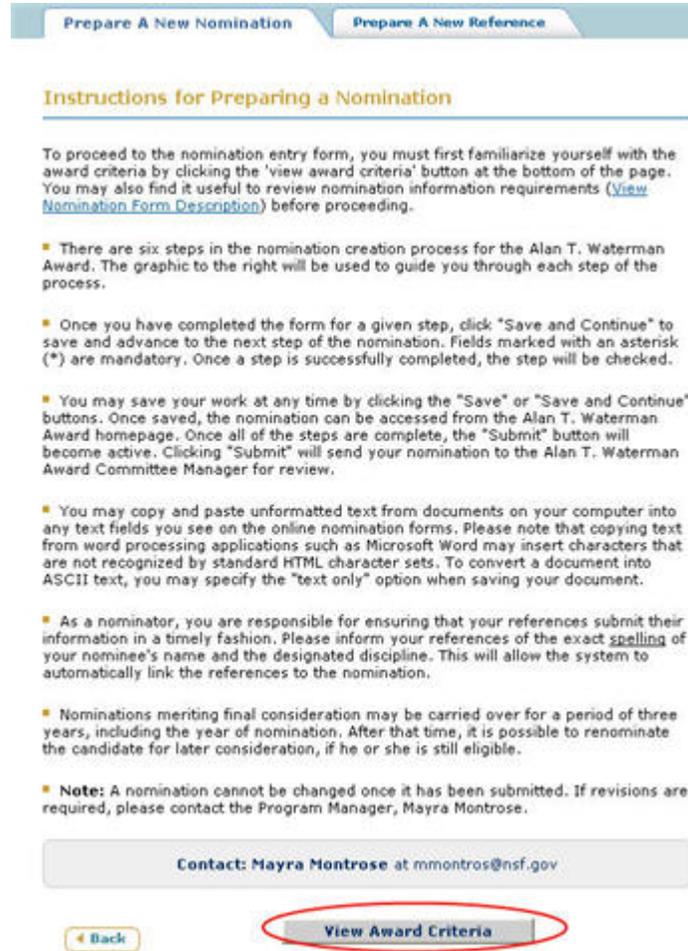


Figure 5 Instructions for Preparing a Nomination screen. The View Award Criteria button is circled.

6. Click the **View Award Criteria** button (Figure 5). The **Award Selection Criteria** screen displays (Figure 6).

### Award Selection Criteria

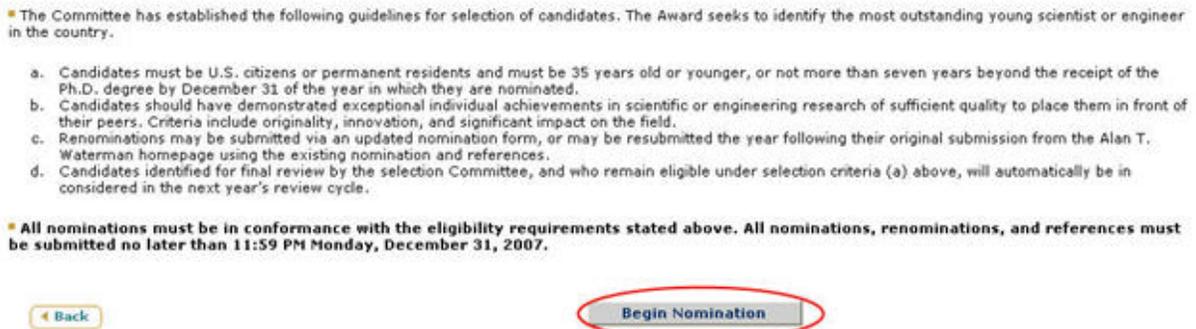


Figure 6 Award Selection Criteria screen. The Begin Nomination button is circled.

7. Click the **Begin Nomination** button (Figure 6). The **Nomination Form** screen displays (Figure 7) with the **Nominee Information** section open.

Prepare A New Nomination | Prepare A New Reference

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

✓ 2 3 4 5 6  
PROGRESS

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

### NOMINEE INFORMATION

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name: NIKUNJ \* Last Name: PATEL

\* Address: 2625 SW 75th st

\* City: Gainesville State: Florida Zip: 32608

International Postal Code:

\* Country: United States

\* Email: npatel216@gmail.com

\* Phone Number: 2166476910 (no dashes or spaces)

\* Organization: NSF

\* Major Discipline: Mathematics / Computer Science

Secondary Discipline: Mathematics / Computer Science

\* Year of Birth (YYYY): 1986 \* Place of Birth: INDIA

\* Select One:  U. S. Citizen  Permanent Resident

**Save and Continue**

**Figure 7 Nominee Information section of the Nomination Form screen. The Save and Continue button is circled.**

8. In the **Nomination Information** section (Figure 7), enter the following information about the nominee in the appropriate boxes:
  - First name
  - Last name
  - Address
  - City
  - State
  - Zip Code
  - Country
  - International postal code (optional)
  - Phone number
  - Email address (optional)
  - Organization
  - Major discipline
  - Secondary discipline (optional)
  - Year of birth
  - Place of birth
9. Click the radio button for either U.S. citizen or Permanent Resident (Figure 7).
10. Click the **Save and Continue** button (Figure 7). (You can also click the **Save** button to save the form to complete later.) The **Nomination Form** screen displays (Figure 8) with the **History and Citations** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1** NOMINEE INFORMATION

**2** HISTORY & CITATIONS

\* Required Field

**You must enter data into the positions held, honors, proposed citation fields, as well as at least one degree, before saving.**

**\* Education:**  
You are required to enter one degree before saving your work. You may enter up to six degrees overall.

* Degree Type: Doctor of Engineering	* Organization: Virginia Tech
* Major Discipline: Engineering	* Year: 2001
* Specific Discipline: Structural Engineering	

* Degree Type: Master of Engineering	* Organization: University of Maryland
* Major Discipline: Engineering	* Year: 1997
* Specific Discipline: Structural Engineering	

* Degree Type: Bachelor of Science	* Organization: Johns Hopkins University
* Major Discipline: Mathematics / Computer Science	* Year: 1994
* Specific Discipline: Systems Engineering	

[Add More Degree Fields](#)

**\* Positions Held** (Title, Organization, Years of Service):  
Type nominee's positions here

**\* Honors** (Awards, Fellowships, Prizes):  
Type nominee's awards, honors, fellowships here

**\* Proposed Citation:**  
Limit to 1 to 2 concise sentences describing the nominee's research.  
Type one or two sentences to describe the nominee's research here

**3** NARRATIVE

**4** PUBLICATIONS & CONTRIBUTIONS

**5** REFERENCES

**6** SUBMIT NOMINATION

**Figure 8** History and Citations section of the Nomination Form screen. The Save and Continue button is circled.

11. In the **Education** section (Figure 8), enter the degrees that the nominee has received. For each degree, enter the following:

- Degree type
  - Major discipline
  - Specific discipline
  - Institution
  - Year
12. If you need to list more than three degrees, click **Add More Degree Fields**. More fields display.
  13. In the **Positions Held** box (Figure 8), type the professional positions the nominee has held.
  14. In the **Honors** box (Figure 8), type any honors the nominee has received.
  15. In the **Proposed Citation** box (Figure 8), describe in one or two sentences the research the nominee is engaged in.
  16. Click the **Save and Continue** button (Figure 8). (You can also click the **Save** button to save the form to complete it later.) The **Nomination Form** screen displays (Figure 9) with the **Narrative** section opened.

The screenshot shows a web interface with a vertical sidebar on the left containing six numbered menu items: 1. NOMINEE INFORMATION, 2. HISTORY & CITATIONS, 3. NARRATIVE (highlighted in blue), 4. PUBLICATIONS & CONTRIBUTIONS, 5. REFERENCES, and 6. SUBMIT NOMINATION. The main content area is titled '3 NARRATIVE' and includes a 'Required Field' indicator. Below this, there is a section for 'Narrative' with instructions: 'Please upload the narrative statement of the nominee for this award. Please limit to three pages. Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).' Below the instructions, it says 'Narrative Uploaded: No'. There is a text input field labeled 'Narrative:' followed by 'Browse...' and 'Upload' buttons. At the bottom of the section are 'Save' and 'Save and Continue' buttons. The 'Save and Continue' button is circled in red.

**Figure 9 Narrative section of the Nomination Form screen. The Save and Continue button is circled.**

17. In the **Narrative** section (Figure 9), browse to and upload the nominee's qualifications for the award.
18. Click the **Save and Continue** button (Figure 9). (You can also click the **Save** button to save the form to complete later.) The **Nomination Form** screen displays (Figure 10) with the **Publications and Contributions** section opened.

The screenshot shows a web form with a teal header bar for the 'PUBLICATIONS & CONTRIBUTIONS' section. Below the header, there is a red asterisk indicating a required field. The main content area has a light gray background and contains the following text: 'Publications & Contributions', 'Please upload the publications & contributions of the nominee for this award. Please limit to one page. Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).', and 'Publications & Contributions Uploaded: No'. Below this text is a text input field with a 'Browse...' button and an 'Upload' button. At the bottom of the section are two buttons: 'Save' and 'Save and Continue'. The 'Save and Continue' button is circled in red. Below the section are two more teal header bars for 'REFERENCES' and 'SUBMIT NOMINATION'.

**Figure 10 Publications and Contributions section of the Nomination Form screen. The Save and Continue button is circled.**

19. In the **Publications and Contributions** section (Figure 10), browse to and upload publications and contributions.
20. Click the **Save and Continue** button (Figure 10). (You can also click the **Save** button to save the form to complete later.) The **Nomination Form** screen displays (Figure 11) with the **References** section opened.

# Complete the Nomination Form for the Alan T. Waterman Award

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

**HISTORY & CITATIONS**

**NARRATIVE**

**PUBLICATIONS & CONTRIBUTIONS**

**REFERENCES**

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

Please add four references familiar with technical aspects and not from the nominee's home organization.

As the nominator, you are responsible for contacting references. Nominations with fewer than 4 references will not be reviewed by the committee.

**Note:** The system will automatically send an email to these reference writers to notify them that their assistance is requested when the information is saved the first time.

**Reference 1:** [Remove Reference 1 \(afaf iljk\)](#)

\* First Name: Tommy \* Last Name: Thomas

\* Address: 888 N. Hamilton St.

\* City: Arlington State: Virginia Zip: 22180

International Postal Code:

\* Country: United States

\* Email: jkjk@nsf.gov

\* Phone Number: 1111111111 (no dashes or spaces)

Fax Number:

\* Organization: USDA

**Reference 2:** [Remove Reference 2 \(aldsfjk ilkaldf\)](#)

\* First Name: Marsha \* Last Name: Marsh

\* Address: 1409 N. Quincy St.

\* City: Alexandria State: Virginia Zip: 22180

International Postal Code:

\* Country: United States

\* Email: jkjk@nsf.gov

\* Phone Number: 1111111111 (no dashes or spaces)

Fax Number:

\* Organization: University of Maryland

**Reference 3:** [Remove Reference 3 \(jkjlk ilklki\)](#)

\* First Name: Joey \* Last Name: Joeson

\* Address: 123 St. Barnabus Road

\* City: Blacksburg State: Virginia Zip: 22180

International Postal Code:

\* Country: United States

\* Email: jkj@nsf.gov

\* Phone Number: 1111111111 (no dashes or spaces)

Fax Number:

\* Organization: Virginia Tech

**Reference 4:** [Remove Reference 4 \(ilkjlk ilkljk\)](#)

\* First Name: Robert \* Last Name: Bobby

\* Address: 9627 N. 28th St.

\* City: Washington State: District of Columbia Zip: 22180

International Postal Code:

\* Country: United States

\* Email: jkl@nsf.gov

\* Phone Number: 1111111111 (no dashes or spaces)

Fax Number:

\* Organization: NSF

**6 SUBMIT NOMINATION**

**Figure 11** References section of the Nomination Form screen. The Save and Continue button is circled.

21. In the **References** section (Figure 11), list at least four references who are not from the nominee's organization and who are familiar with the technical aspects of the nominee's work. For each reference, enter the following information in the appropriate boxes:

- First name
- Last name
- Address
- City
- State
- Zip code
- Country
- International postal code (optional)
- Email
- Phone number
- Fax number (optional)
- Organization

You have now completed the Nomination form. You have these options:

- Save the nomination to edit it or submit it later
- Submit the nomination

## Submit a Nomination for the Alan T. Waterman Award

1. Access the **Nomination Form** screen (Figure 1) with the **Submit Nomination** section open (see [Complete the Nomination Form](#)).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

- NOMINEE INFORMATION
- HISTORY & CITATIONS
- NARRATIVE
- PUBLICATIONS & CONTRIBUTIONS
- REFERENCES
- 6 SUBMIT NOMINATION**

\* Required Field

You have completed all of the steps necessary to submit this nomination. If you are ready to submit, you may click 'Submit'. If you would like to continue editing the nomination, you may navigate to any of the steps by clicking on the banner links.

**Figure 1** Nomination Form screen. The Submit button is circled.

2. Click the **Submit** button (Figure 1). The **Confirm Award Nomination Submission** screen displays (Figure 2).

CONFIRM | Award Nomination Submission

• You have requested to submit the following nomination to the Alan T. Waterman Award Committee for review. If you are satisfied with the nomination, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

The information on this nomination is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.

**Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose at [mmontros@nsf.gov](mailto:mmontros@nsf.gov).**

VIEW | Entire Nomination for Michael Grace

**1** NOMINEE INFORMATION

**Name:** Michael Grace  
**Address:** 4201 Wilson Blvd.  
Arlington, VA 22206  
US

**Figure 2** Confirm Award Nomination Submission screen. The Confirm button is circled.

3. Click the **Confirm** button (Figure 2). The **Confirmation** screen displays (Figure 3) with the message that the nomination has been submitted.

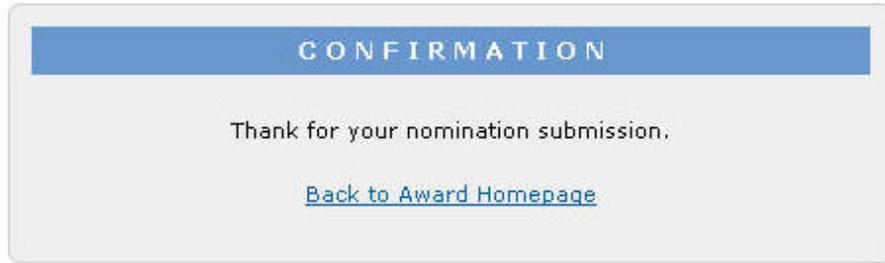


Figure 3 Confirmation screen.

4. Click the **Back to Award Homepage** (Figure 3). The **Alan T. Waterman Award** screen displays (Figure 4) with the nomination listed with the status of Submitted.

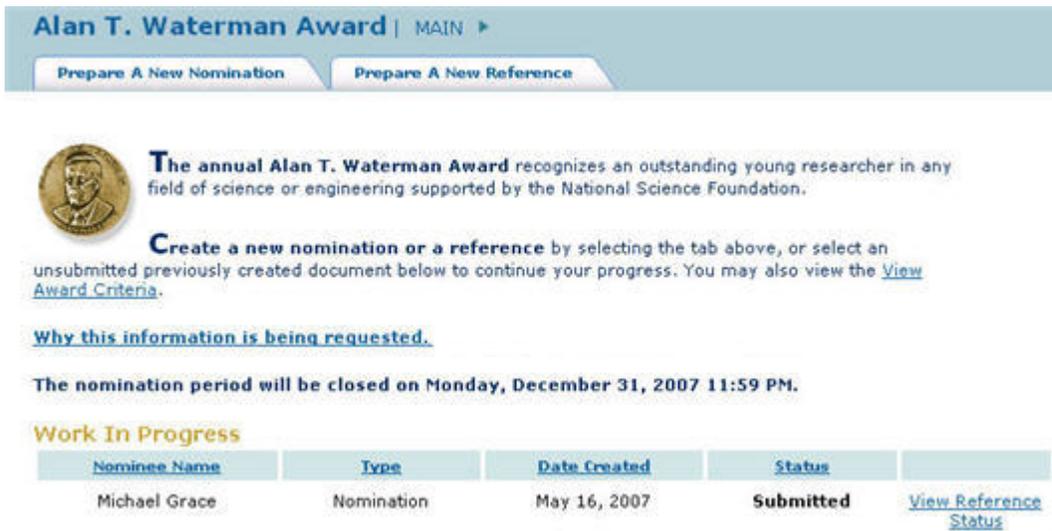


Figure 4 Alan T. Waterman Award screen with the nomination listed with the status of Submitted.

## Save a Nomination for the Waterman Award

After you have completed at least the first section of a nomination, you can save it for future work.

1. Access the **Nomination Form** screen (Figure 1) and complete at least the first section of the nomination (see [Complete the Nomination Form](#)).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

**HISTORY & CITATIONS**

**NARRATIVE**

**PUBLICATIONS & CONTRIBUTIONS**

**REFERENCES**

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

Please add four references familiar with technical aspects and not from the nominee's home organization.

As the nominator, you are responsible for contacting references. Nominations with fewer than 4 references will not be reviewed by the committee.

**Note:** The system will automatically send an email to these reference writers to notify them that their assistance is requested when the information is saved the first time.

**Reference 1: [Remove Reference 1 \(afaf sljk\)](#)**

\* First Name: Tommy \* Last Name: Thomas

\* Address: 888 N. Hamilton St.

\* City: Arlington State: Virginia Zip: 22180

International Postal Code:

\* Country: United States

\* Email: jkjk@nsf.gov

\* Phone Number: 1111111111 (no dashes or spaces)

Fax Number: (no dashes or spaces)

\* Organization: USDA

**Reference 2: [Remove Reference 2 \(aldsfjk ilkaidf\)](#)**

\* First Name: Marsha \* Last Name: Marsh

\* Address: 1409 N. Quincy St.

\* City: Alexandria State: Virginia Zip: 22180

International Postal Code:

\* Country: United States

\* Email: jkjk@nsf.gov

\* Phone Number: 1111111111 (no dashes or spaces)

Fax Number: (no dashes or spaces)

\* Organization: University of Maryland

**Reference 3: [Remove Reference 3 \(ikljk ilklk\)](#)**

\* First Name: Joey \* Last Name: Joeson

\* Address: 123 St. Barnabus Road

\* City: Blacksburg State: Virginia Zip: 22180

International Postal Code:

\* Country: United States

\* Email: jkj@nsf.gov

\* Phone Number: 1111111111 (no dashes or spaces)

Fax Number: (no dashes or spaces)

\* Organization: Virginia Tech

**Reference 4: [Remove Reference 4 \(ilkjk ilklk\)](#)**

\* First Name: Robert \* Last Name: Bobby

\* Address: 9627 N. 28th St.

\* City: Washington State: District of Columbia Zip: 22180

International Postal Code:

\* Country: United States

\* Email: jkj@nsf.gov

\* Phone Number: 1111111111 (no dashes or spaces)

Fax Number: (no dashes or spaces)

\* Organization: NSF

**Save** **Save and Continue**

**6 SUBMIT NOMINATION**

**Figure 1 Nomination Form screen open to the References section. The Save button is circled.**

- On the **Nomination Form** screen (Figure 1), click the **Save** button. The Nomination is saved, and the **Nomination Form** screen displays with the section open on which you clicked the **Save** button (Figure 2).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

- NOMINEE INFORMATION
- HISTORY & CITATIONS
- NARRATIVE
- PUBLICATIONS & CONTRIBUTIONS
- REFERENCES**

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

Please add four references familiar with technical aspects and not from the nominee's home organization.

As the nominator, you are responsible for contacting references. Nominations with fewer than 4 references will not be reviewed by the committee.

**Note:** The system will automatically send an email to these reference writers to notify them that their assistance is requested when the information is saved the first time.

**Reference 1:** [Remove Reference 1 \(afaf jlk\)](#)

\* First Name:  \* Last Name:

\* Address:

\* City:  State:  Zip:

International Postal Code:

\* Country:

\* Email:

\* Phone Number:  (no dashes or spaces)

\* Fax Number:  (no dashes or spaces)

\* Organization:

**Figure 2 Nomination Form screen after the nomination has been saved.**

The nomination is now listed on the **Alan T. Waterman Award** screen (Figure 3) with the status of In Progress.

Alan T. Waterman Award | MAIN ▶

[Prepare A New Nomination](#) [Prepare A New Reference](#)



**The annual Alan T. Waterman Award** recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

**Create a new nomination or a reference** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#)

The nomination period will be closed on **Monday, December 31, 2007 11:59 PM.**

**Work In Progress**

Nominee Name	Type	Date Created	Status	
<a href="#">Michael Grace</a>	Nomination	May 16, 2007	In Progress	<a href="#">View Reference Status</a>

**Related Information**  
The following links will open a new browser window.

- [Alan T. Waterman Award Background](#)
- [Past Winners](#)

**Figure 3 Alan T. Waterman Award screen with the saved nomination listed with the status of In Progress.**

## Edit a Saved Nomination for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2) with the saved nomination listed in the **Work in Progress** section.



Figure 2 Alan T. Waterman Award screen. The link to the saved nomination is circled.

3. Click the nomination title (Figure 2). The **Nomination Form** screen displays (Figure 3) with the **Nominee Information** section open. On this screen, you can edit any section by clicking on the section title and then clicking the **Save and Continue** button or the **Save** button (see [Complete the Nomination Form](#), Step 8 through Step 22, for detailed instructions on each section).

Prepare A New Nomination | Prepare A New Reference

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

1 2 3 4 5 6  
PROGRESS

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

### NOMINEE INFORMATION

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name: NIKUNJ \* Last Name: PATEL

\* Address: 2625 SW 75th st

\* City: Gainesville State: Florida Zip: 32608

International Postal Code:

\* Country: United States

\* Email: npatel216@gmail.com

\* Phone Number: 2166476910 (no dashes or spaces)

\* Organization: NSF

\* Major Discipline: Mathematics / Computer Science

Secondary Discipline: Mathematics / Computer Science

\* Year of Birth (YYYY): 1986 \* Place of Birth: INDIA

\* Select One:  U. S. Citizen  Permanent Resident

**Save and Continue**

Figure 3 Nomination Form screen with the Nomination Information section open.

## Submit a Saved Nomination for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).

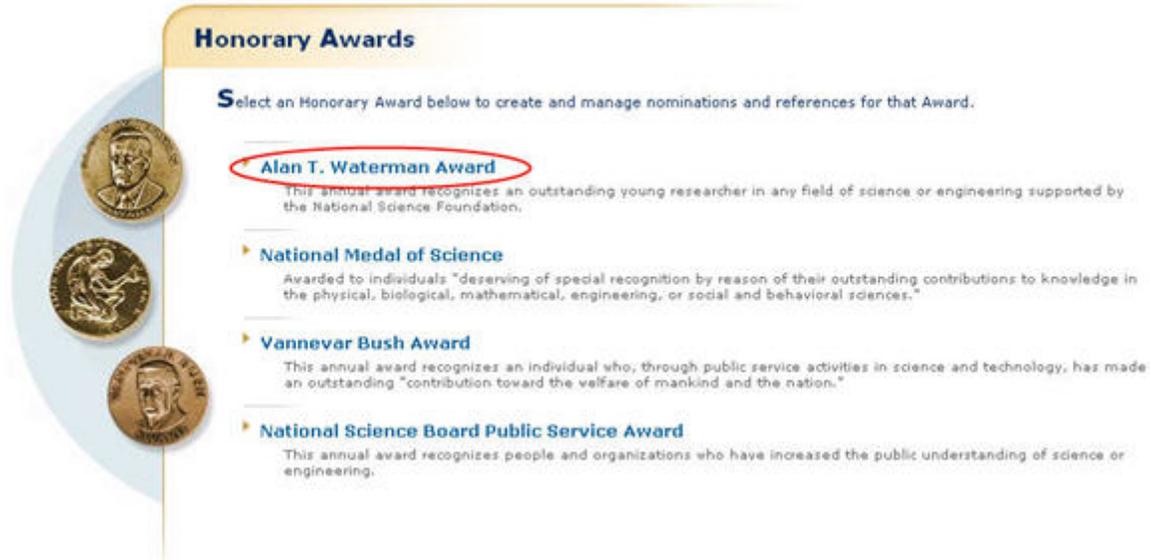


Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2) with the saved nomination in the **Work in Progress** section.

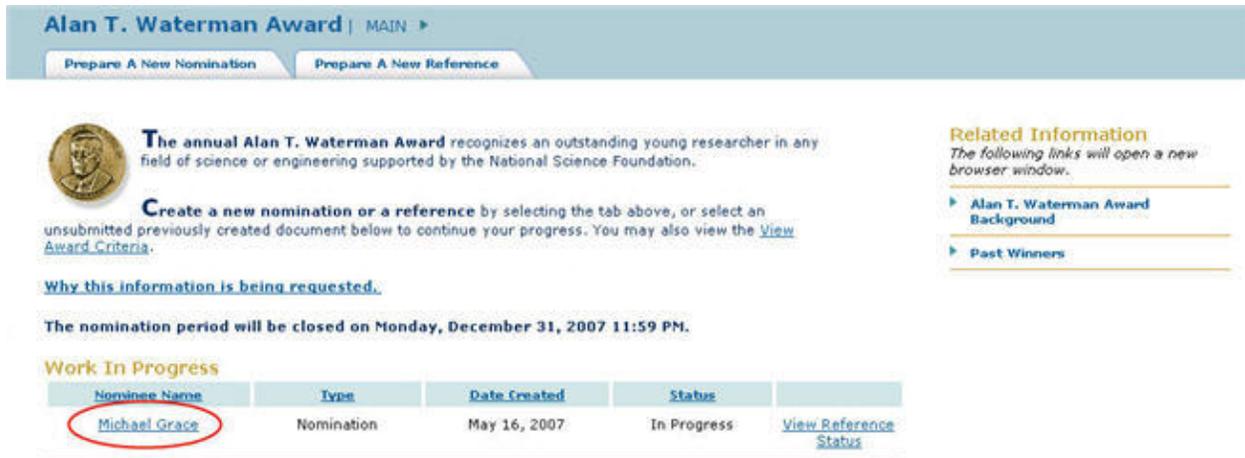


Figure 2 Alan T. Waterman Award screen. The link to the saved nomination is circled.

3. Click the nomination title (Figure 2). The **Nomination Form** screen displays (Figure 3).

The screenshot shows a web interface for preparing a nomination. At the top, there are two tabs: "Prepare A New Nomination" and "Prepare A New Reference". Below the tabs are three links: "Instructions For Nomination", "Award Selection Criteria", and "View Saved Nomination", which is circled in red. To the right of these links is a progress indicator with six numbered steps (1-6), where step 1 is checked and step 2 is highlighted. Below the progress indicator is a message: "New data will only be saved if you click the 'Save' or 'Save and Continue' buttons." The main section is titled "NOMINEE INFORMATION" and contains a form with the following fields:

- \* Required Field
- State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.
- \* First Name: NIKUNJ
- \* Last Name: PATEL
- \* Address: 2625 SW 75th st
- \* City: Gainesville
- State: Florida
- Zip: 32608
- International Postal Code:
- \* Country: United States
- \* Email: npatel216@gmail.com
- \* Phone Number: 2166476910 (no dashes or spaces)
- \* Organization: NSF
- \* Major Discipline: Mathematics / Computer Science
- Secondary Discipline: Mathematics / Computer Science
- \* Year of Birth (YYYY): 1986
- \* Place of Birth: INDIA
- \* Select One:  U. S. Citizen  Permanent Resident

At the bottom of the form is a "Save and Continue" button.

Figure 3 Nomination Form screen. The View Saved Nomination link is circled.

4. Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 4).

**VIEW | Entire Nomination for Michael Grace**

**1 NOMINEE INFORMATION** [Edit](#)

**Contact Name:** Michael Grace  
**Address:** 4201 Wilson Blvd.  
Arlington, VA 22230  
United States  
**Email:** test@nsf.gov  
**Phone:** 7035551111  
**Major Discipline:** Behavioral / Social Sciences  
**Secondary Discipline:**  
**Organization:** DIS  
**Year of Birth:** 1970  
**Citizenship:** U. S. Citizen  
**Place Of Birth:** Vienna, VA

**2 HISTORY & CITATIONS** [Edit](#)

**Education:**

- Bachelor of Science, Materials, Jame Madison, 1995  
Major Discipline: Engineering

**Positions Held:** None  
**Honors:** None  
**Proposed Citation:** None

**3 NARRATIVE** [Edit](#)

**Narrative Uploaded: Yes**

To view this information in PDF format, click "View PDF". A new browser window will open.  
To print the PDF, use your browser's print function in the new window.  [View PDF](#)

**4 PUBLICATIONS & CONTRIBUTIONS** [Edit](#)

**Publications & Contributions Uploaded: Yes**

To view this information in PDF format, click "View PDF". A new browser window will open.  
To print the PDF, use your browser's print function in the new window.  [View PDF](#)

**5 REFERENCES** [Edit](#)

**Name:** John Simmons  
**Organization:** DIS  
**Email:** jsimms@nsf.gov

**Name:** John Starr  
**Organization:** DIS  
**Email:** jstarr@nsf.gov

**Name:** John Sharpp  
**Organization:** DIS  
**Email:** jsharpp@nsf.gov

**Name:** John Simpkins  
**Organization:** DIS  
**Email:** jsimpkins@nsf.gov

**6 SUBMIT NOMINATION**

**Submit**

**Figure 4 View Entire Nomination screen. The Submit button is circled.**

5. Click the **Submit** button (Figure 4). The **Confirm Award Nomination Submission** screen displays (Figure 5).

### CONFIRM | Award Nomination Submission

• You have requested to submit the following nomination to the Alan T. Waterman Award Committee for review. If you are satisfied with the nomination, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

The information on this nomination is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.

**Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose at [mmontros@nsf.gov](mailto:mmontros@nsf.gov).**

Confirm

Cancel

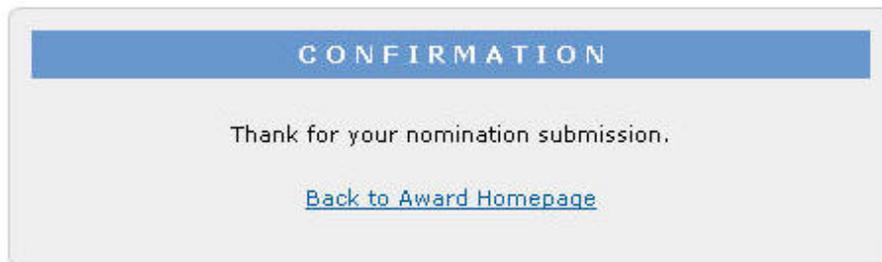
VIEW | Entire Nomination for Michael Grace

#### 1 NOMINEE INFORMATION

**Name:** Michael Grace  
**Address:** 4201 Wilson Blvd.  
Arlington, VA 22206  
US

**Figure 5 Confirm Award Nomination Submission screen. The Confirm button is circled.**

6. Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6) with the message that the nomination has been submitted.



**Figure 6 Confirmation screen.**

7. Click **Back to Award Homepage** (Figure 6). The **Alan T. Waterman Award** screen displays (Figure 7) with the nomination listed with the status Submitted.

**Alan T. Waterman Award** | MAIN ▶

[Prepare A New Nomination](#)   [Prepare A New Reference](#)



**The annual Alan T. Waterman Award** recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

**Create a new nomination or a reference** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#)

The nomination period will be closed on Monday, December 31, 2007 11:59 PM.

**Work In Progress**

<a href="#">Nominee Name</a>	<a href="#">Type</a>	<a href="#">Date Created</a>	<a href="#">Status</a>	
Michael Grace	Nomination	May 16, 2007	<b>Submitted</b>	<a href="#">View Reference Status</a>

Figure 7 Alan T. Waterman Award screen with the nomination now listed with the status of Submitted.

## View an Entire Nomination for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).

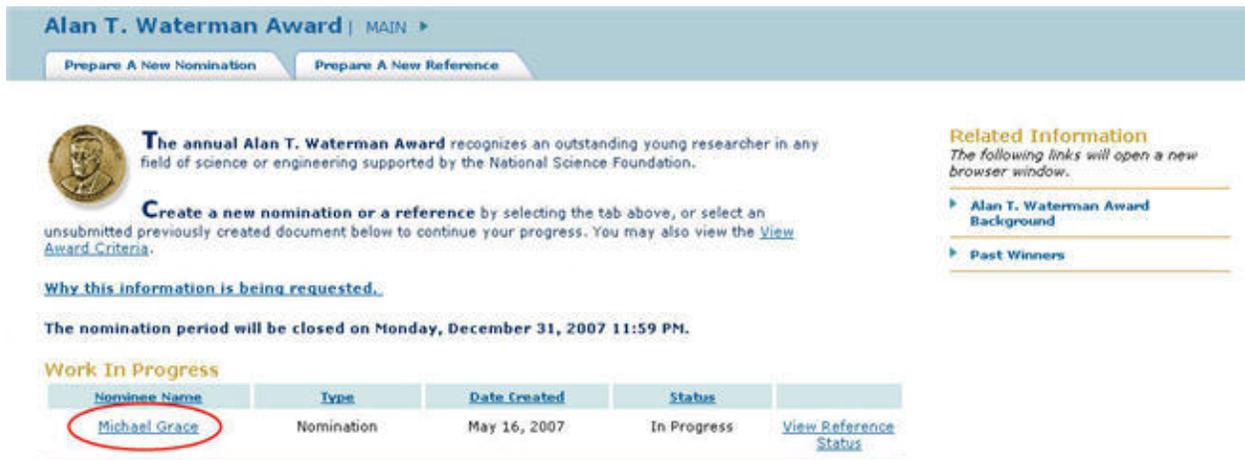


Figure 2 Alan T. Waterman Award screen. The link to the saved nomination is circled.

3. Click the nomination title (Figure 2). The **Nomination Form** screen displays (Figure 3).

Prepare A New Nomination | Prepare A New Reference

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

PROGRESS 1 2 3 4 5 6

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

### NOMINEE INFORMATION

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name: NIKUNJ \* Last Name: PATEL

\* Address: 2625 SW 75th st

\* City: Gainesville State: Florida Zip: 32608

International Postal Code:

\* Country: United States

\* Email: npatel216@gmail.com

\* Phone Number: 2166476910 (no dashes or spaces)

\* Organization: NSF

\* Major Discipline: Mathematics / Computer Science

Secondary Discipline: Mathematics / Computer Science

\* Year of Birth (YYYY): 1986 \* Place of Birth: INDIA

\* Select One:  U. S. Citizen  Permanent Resident

[Save and Continue](#)

Figure 3 Nomination Form screen. The View Saved Nomination link is circled.

4. Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 4). You can edit from this screen also by clicking the **Edit** button for any section.

**VIEW | Entire Nomination for Michael Grace**

**1 NOMINEE INFORMATION** [Edit](#)

**Contact Name:** Michael Grace  
**Address:** 4201 Wilson Blvd.  
Arlington, VA 22230  
United States  
**Email:** test@nsf.gov  
**Phone:** 7035551111  
**Major Discipline:** Behavioral / Social Sciences  
**Secondary Discipline:**  
**Organization:** DIS  
**Year of Birth:** 1970  
**Citizenship:** U. S. Citizen  
**Place Of Birth:** Vienna, VA

**2 HISTORY & CITATIONS** [Edit](#)

**Education:**

- Bachelor of Science, Materials, Jame Madison, 1995  
Major Discipline: Engineering

**Positions Held:** None  
**Honors:** None  
**Proposed Citation:** None

**3 NARRATIVE** [Edit](#)

**Narrative Uploaded: Yes**

To view this information in PDF format, click "View PDF". A new browser window will open.  
To print the PDF, use your browser's print function in the new window.

 [View PDF](#)

**4 PUBLICATIONS & CONTRIBUTIONS** [Edit](#)

**Publications & Contributions Uploaded: Yes**

To view this information in PDF format, click "View PDF". A new browser window will open.  
To print the PDF, use your browser's print function in the new window.

 [View PDF](#)

**5 REFERENCES** [Edit](#)

**Name:** John Simmons  
**Organization:** DIS  
**Email:** jsimms@nsf.gov

**Name:** John Starr  
**Organization:** DIS  
**Email:** jstarr@nsf.gov

**Name:** John Sharpp  
**Organization:** DIS  
**Email:** jsharpp@nsf.gov

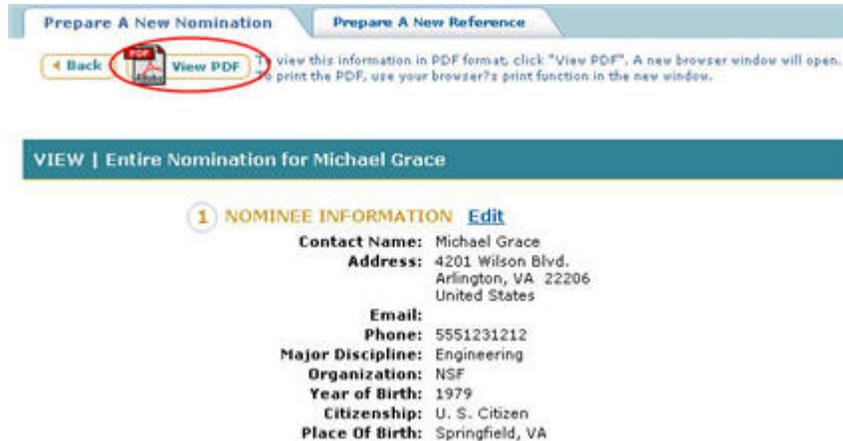
**Name:** John Simpkins  
**Organization:** DIS  
**Email:** jsimpkins@nsf.gov

**6 SUBMIT NOMINATION**

Figure 4 View Entire Nomination screen.

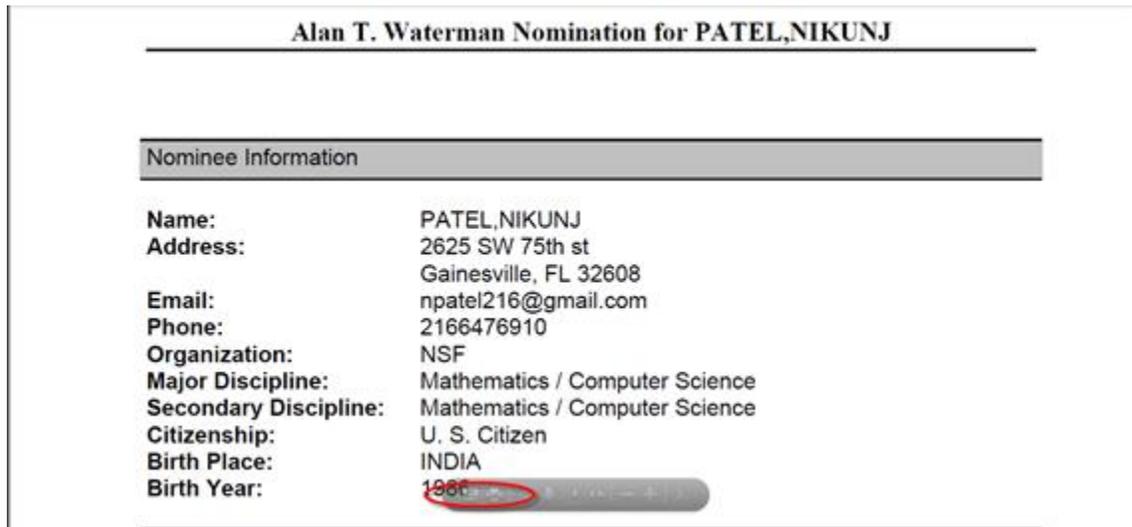
## View a Nomination in PDF for the Alan T. Waterman Award

1. Access the **View Entire Nomination** screen (Figure 1) (see [View Entire Nomination](#)).



**Figure 1 View Entire Nomination screen. The View PDF link is circled.**

2. On the **View Entire Nomination** screen (Figure 1), click **View PDF**. The nomination displays in PDF format in a new window (Figure 2).



**Figure 2 Nomination in PDF format in a new window. The Save and Print icons are circled.**

3. Click the **Save** icon (Figure 2) to save the nomination to your computer.
4. Click the **Print** icon (Figure 2) to print the nomination.

## View the Status of a Reference for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).



Figure 2 Alan T. Waterman Award screen. The View Reference Status link is circled.

3. Click **View Reference Status** (Figure 2). The **View Reference Status List** screen displays (Figure 3) with the references listed with their status listed as Received or Not yet Received.



**Figure 2 View Reference Status List screen.**

## Reference for Waterman Award

# Prepare a Reference for a Nominee for the Alan T. Waterman Award

In preparing and submitting a reference for a nominee for the Alan T. Waterman Award, you can conduct the following activities:

- [Complete the Reference Form](#)
- [Submit a reference](#)
- [Save a reference](#)
- [Edit a saved reference](#)
- [View the entire reference](#)
- [View the reference in PDF format](#)
- [Submit a saved reference](#)

## Prepare a Reference for a Nominee for the Alan T. Waterman Award

In preparing and submitting a reference for a nominee for the Alan T. Waterman Award, you can conduct the following activities:

- [Complete the Reference Form](#)
- [Submit a reference](#)
- [Save a reference](#)
- [Edit a saved reference](#)
- [View the entire reference](#)
- [View the reference in PDF format](#)
- [Submit a saved reference](#)

## Complete the Reference Form for the Alan T. Waterman Award

To prepare a reference for the Waterman Award, you must first register for Honorary Awards. See [Register for Honorary Awards](#).

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).

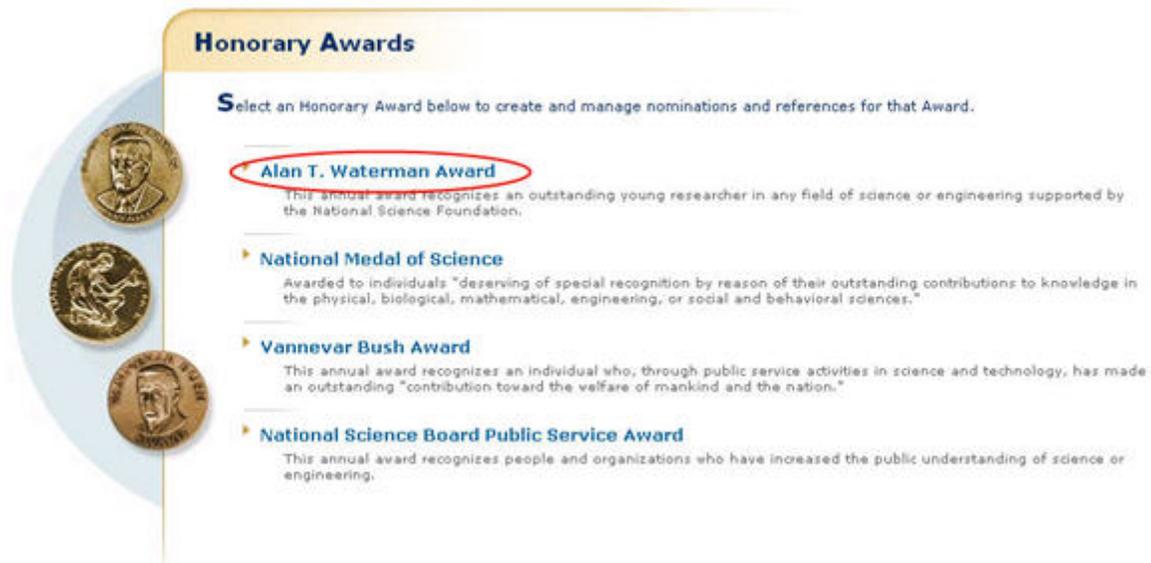
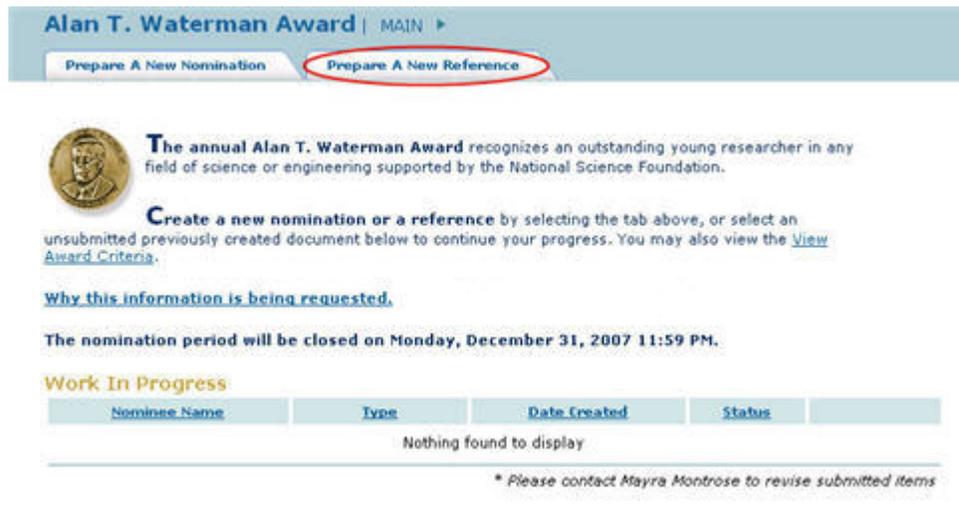


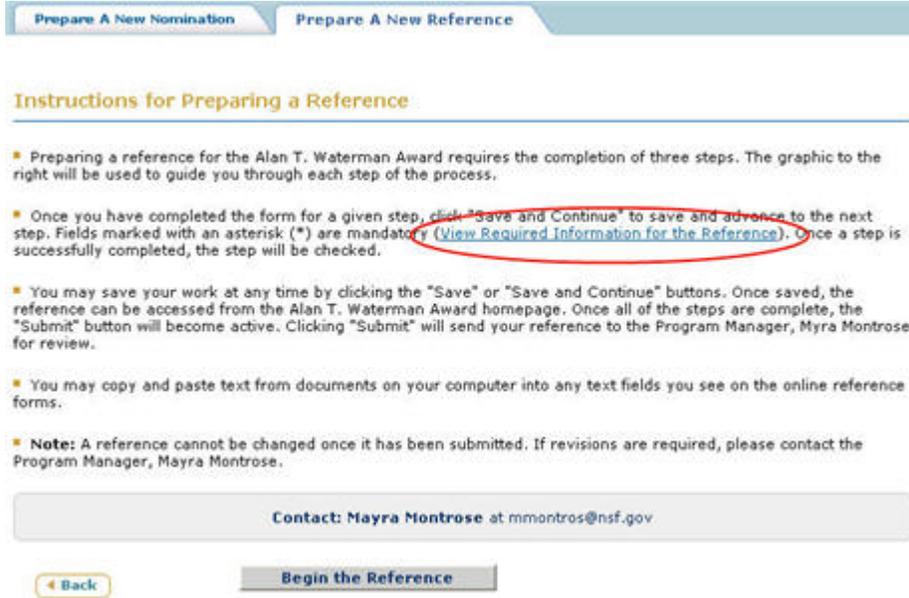
Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).



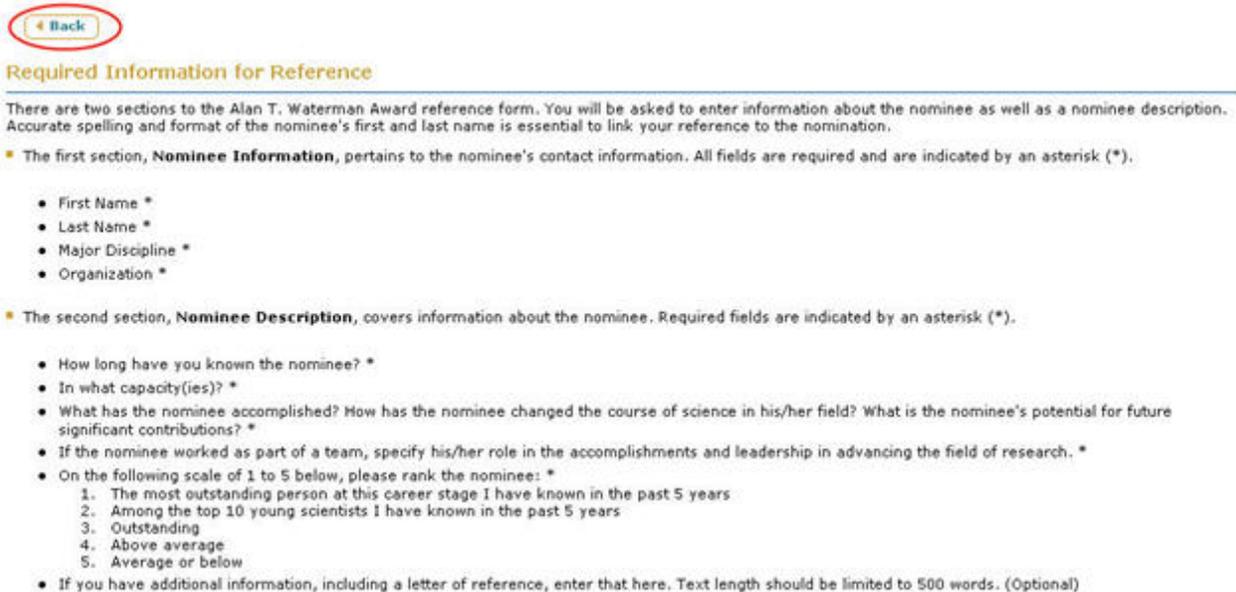
**Figure 2 Alan T. Waterman Award screen. The Prepare a New Reference tab is circled.**

3. Click the **Prepare a New Reference** tab (Figure 2). The **Instructions for Preparing a Reference** screen displays (Figure 3).



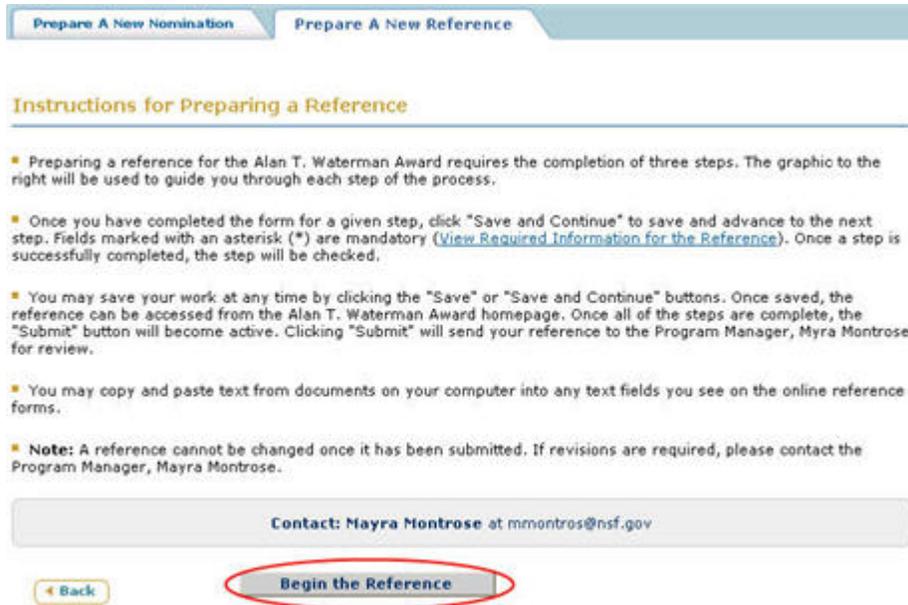
**Figure 3 Instructions for Preparing a Reference screen. The View Required Information for the Reference link is circled.**

4. To see the form requirements, click **View Required Information for the Reference** (Figure 3). The **Required Information for the Reference** screen displays (Figure 4) with a listing of all the components of the reference.



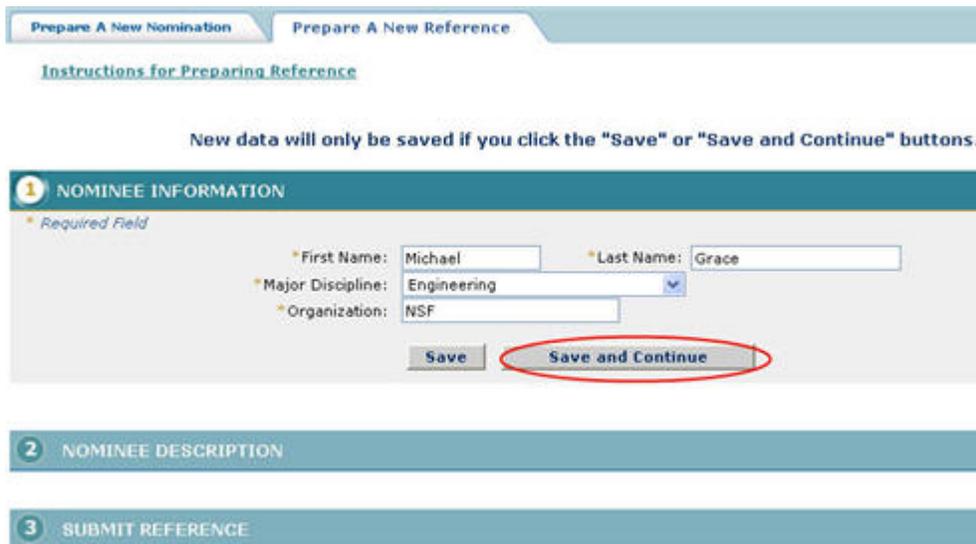
**Figure 4 Required Information for Reference screen. The Back button is circled.**

5. Click the **Back** button (Figure 4). The **Instructions for Preparing a Reference** screen displays (Figure 5).



**Figure 5 Instructions for Preparing a Reference screen. The Begin the Reference button is circled.**

6. Click the **Begin the Reference** button (Figure 5). The **Reference Form** screen displays (Figure 6) with the **Nominee Information** section open.



**Figure 6 Reference Form screen with the Nominee Information section open. The Save and Continue button is circled.**

7. Enter the required information in the appropriate boxes (Figure 6):

Complete the Reference Form for the Alan T. Waterman Award

- First name
  - Last name
  - Major discipline
  - Organization
8. Click the **Save and Continue** button (Figure 6). **The Reference Form** screen displays (Figure 7) with the **Nominee Description** section open.

**NOMINEE INFORMATION**

**NOMINEE DESCRIPTION**

*Required Field*

**\*How long have you known the nominee?**

Type or cut and paste your answer here.

**\*In what capacity(ies)?**

Type or cut and paste your answer here.

**\*What has the nominee accomplished? How has the nominee changed the course of science in his/her field? What is the nominee's potential for future significant contributions?**

Type or cut and paste your answer here.

**\*If the nominee worked as part of a team, specify his/her role in the accomplishments and leadership in advancing the field of research.**

Type or cut and paste your answer here.

**\*On the following scale of 1 to 4 below, please rank the nominee:**

1. The most outstanding person at this career stage I have known in the past 5 years

2. Among the top 10 young scientists I have known in the past 5 years

3. Outstanding

4. Above average

**Save**

(Important: Click on **Save** before uploading Additional Information)

**Additional Information:**  
Please upload the Additional Information. Please limit to two pages.  
Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the "Upload" button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

**Additional Information Uploaded: No**

Additional Information:

**Continue**

**3 SUBMIT REFERENCE**

**Figure 7** Reference Form screen with the Nominee Description section open. The Save and Continue buttons are circled.

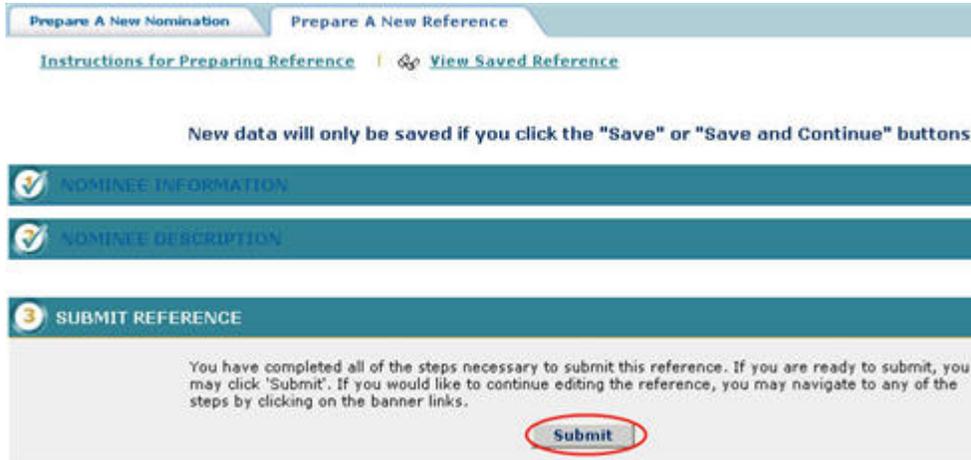
9. In the **How long have you know the nominee** box (Figure 7), type the number of years you have known the nominee.
10. In the **What Capacity** box (Figure 7), type a description of the capacity in which you have known the nominee.
11. In the **What has the nominee accomplished** box (Figure 7), type a description of the nominee's accomplishments and how they have changed the nominee's field of research.
12. In the **If the nominee worked as part of a team** box (Figure 7), type a description of the nominee's leadership role.
13. In the **Ratings** section (Figure 7), click a radio button to rate the nominee on the scale given.
14. In the **Additional Information** section (Figure 7), upload any additional information you would like to submit regarding the nominee, including a letter of reference. Please note: this section is optional and you should save before uploading any information.

You have now completed the Reference Form. You have these options:

- Save the reference to edit it or submit it later
- Submit the reference

## Submit a Reference for the Alan T. Waterman Award

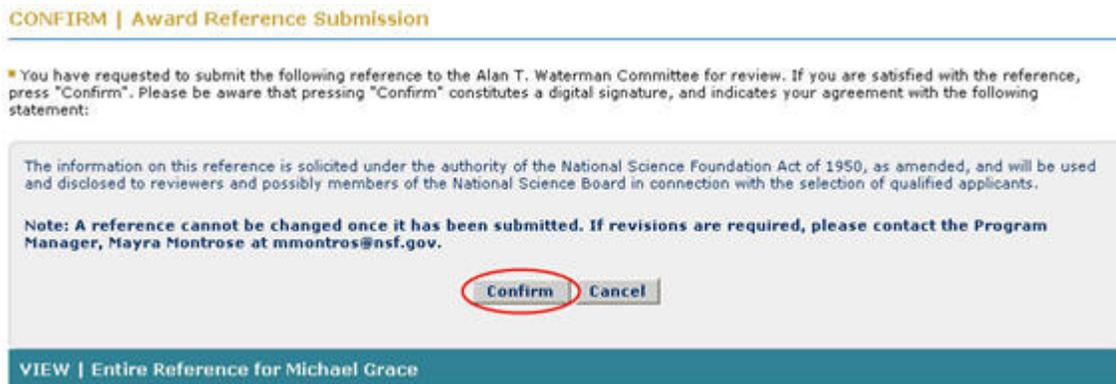
1. Access the **Reference Form** screen (Figure 1) with the **Submit Reference** section open (see [Complete the Reference Form](#)).



The screenshot shows a web interface for submitting a reference. At the top, there are two tabs: "Prepare A New Nomination" and "Prepare A New Reference". Below the tabs are links for "Instructions for Preparing Reference" and "View Saved Reference". A warning message states: "New data will only be saved if you click the 'Save' or 'Save and Continue' buttons." Below this are three progress bars: "1. NOMINEE INFORMATION", "2. NOMINEE DESCRIPTION", and "3. SUBMIT REFERENCE". The "SUBMIT REFERENCE" section contains a message: "You have completed all of the steps necessary to submit this reference. If you are ready to submit, you may click 'Submit'. If you would like to continue editing the reference, you may navigate to any of the steps by clicking on the banner links." A "Submit" button is circled in red.

Figure 1 Reference Form screen. The Submit button is circled.

2. On the **Reference Form** screen (Figure 1), click the **Submit** button. The **Confirm Award Reference Submission** screen displays (Figure 2).



The screenshot shows a confirmation screen titled "CONFIRM | Award Reference Submission". It contains a warning message: "You have requested to submit the following reference to the Alan T. Waterman Committee for review. If you are satisfied with the reference, press 'Confirm'. Please be aware that pressing 'Confirm' constitutes a digital signature, and indicates your agreement with the following statement:" Below this is a text box with the following text: "The information on this reference is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants." A note follows: "Note: A reference cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose at mmontros@nsf.gov." At the bottom, there are two buttons: "Confirm" and "Cancel". The "Confirm" button is circled in red. A footer bar at the bottom says "VIEW | Entire Reference for Michael Grace".

Figure 2 Confirm Award Reference Submission screen. The Confirm button is circled.

3. Click the **Confirm** button (Figure 2). The **Confirmation** screen displays (Figure 3).



Figure 3 Confirmation screen.

4. Click the **Back to Award Homepage** (Figure 3). The **Alan T. Waterman Award** screen displays (Figure 4) with the reference listed with the status of Submitted.

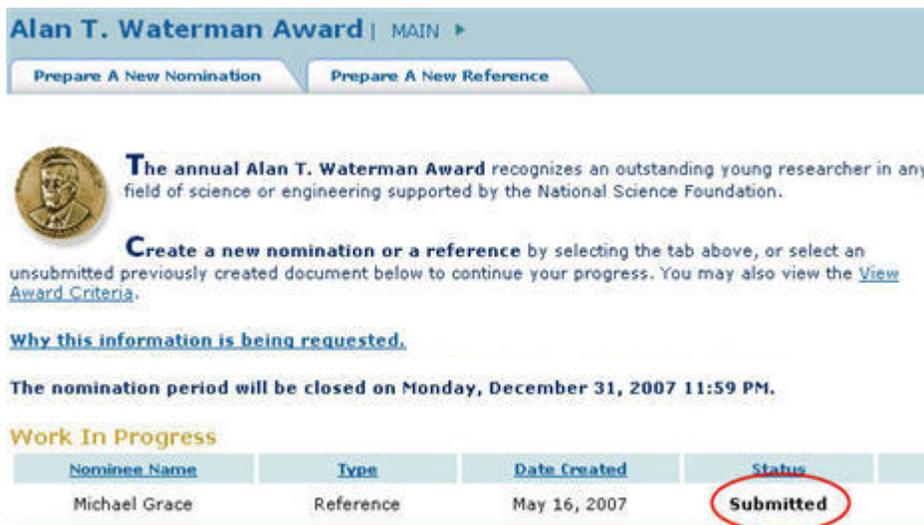


Figure 4 Alan T. Waterman Award screen with the reference listed with the status of Submitted.

## Save a Reference for the Alan T. Waterman Award

After you have completed at least the first section of a reference, you can save it for future work.

1. Access the **Reference Form** screen (Figure 1) and complete at least the first section of the reference (see [Complete the Reference Form](#)).

**NOMINEE DESCRIPTION**

\* Required Field

\* How long have you known the nominee?

Type or cut and paste your answer here.

\* In what capacity(ies)?

Type or cut and paste your answer here.

\* What has the nominee accomplished? How has the nominee changed the course of science in his/her field? What is the nominee's potential for future significant contributions?

Type or cut and paste your answer here.

\* If the nominee worked as part of a team, specify his/her role in the accomplishments and leadership in advancing the field of research.

Type or cut and paste your answer here.

\* On the following scale of 1 to 4 below, please rank the nominee:

1. The most outstanding person at this career stage I have known in the past 5 years

2. Among the top 10 young scientists I have known in the past 5 years

3. Outstanding

4. Above average

**Save**

(Important: Click on **Save** before uploading Additional Information)

**Additional Information:**

Please upload the Additional Information. Please limit to two pages.

Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

**Additional information Uploaded: Yes**

To delete the uploaded reference letter, click the "Delete" button. To replace a previously-uploaded document with a new document, delete the previously-uploaded document, then you will get an upload option.

**Delete**

To view this essay in PDF format, click "View PDF". A new browser window will open.  
To print the PDF, use your browser's print function in the new window.

**View PDF**

**Continue**

**3 SUBMIT REFERENCE**

**Figure 1 Reference Form screen. The Save button is circled.**

2. On the **Reference Form** screen (Figure 1), click the **Save** button. The reference is now listed on the **Alan T. Waterman Award** screen (Figure 2) with the status of In Progress.

**Figure 2 Alan T. Waterman Award screen. The reference is now listed with the status of In Progress.**

## Edit a Saved Reference for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2) with the reference listed with a status of **In Progress**.

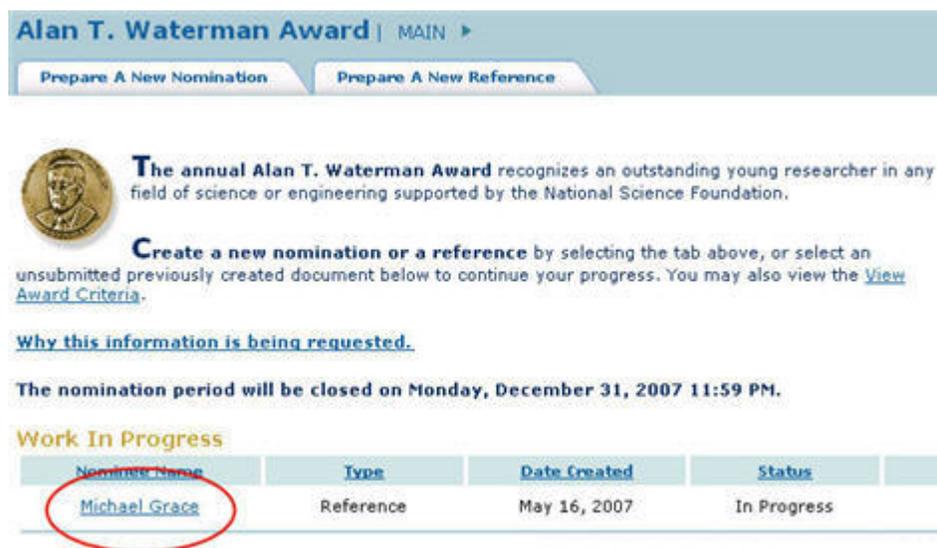


Figure 2 Alan T. Waterman Award screen. The Reference title link is circled.

3. Click the title of the reference (Figure 2). The **Reference Form** screen displays (Figure 3). On this screen, you can edit any section by clicking on the section title and then

clicking the **Save and Continue** button or **Save** button (see [Complete the Reference Form](#), Step 7 through Step 13, for detailed instructions on each section).

The screenshot displays a web interface for preparing a new reference. At the top, there are two tabs: "Prepare A New Nomination" and "Prepare A New Reference", with the latter being active. Below the tabs are links for "Instructions for Preparing Reference" and "View Saved Reference". A message states: "New data will only be saved if you click the 'Save' or 'Save and Continue' buttons." The main section is titled "NOMINEE INFORMATION" and includes a "Required Field" indicator. It contains four input fields: "First Name" (filled with "Michael"), "Last Name" (filled with "Grace"), "Major Discipline" (a dropdown menu showing "Engineering"), and "Organization" (filled with "NSF"). At the bottom of this section are two buttons: "Save" and "Save and Continue". Below the nominee information section are two more sections: "NOMINEE DESCRIPTION" and "SUBMIT REFERENCE", both of which are currently empty.

Figure 3 Reference Form screen.

## Submit a Saved Reference for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).

**Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.**

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2) with the reference listed in the **Work in Progress** section.

Nominee Name	Type	Date Created	Status
<a href="#">Michael Grace</a>	Reference	May 16, 2007	In Progress

**Figure 2 Alan T. Waterman Award screen. The Reference title link is circled.**

3. Click the title of the reference (Figure 2). The **Reference Form** screen displays (Figure 3).

Prepare A New Nomination Prepare A New Reference

[Instructions for Preparing Reference](#) | [View Saved Reference](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

\* Required Field

\* First Name: Michael \* Last Name: Grace

\* Major Discipline: Engineering

\* Organization: NSF

Save Save and Continue

**NOMINEE DESCRIPTION**

**3 SUBMIT REFERENCE**

**Figure 3 Reference Form screen. The View Saved Reference link is circled.**

4. Click **View Saved Reference** (Figure 3). The **View Entire Reference** screen displays (Figure 4).

Prepare A New Nomination | Prepare A New Reference

Back View PDF To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

**VIEW | Entire Reference for Michael Grace**

**1 NOMINEE INFORMATION Edit**  
Name: Michael Grace  
Organization: NSF  
Major Discipline: Biological Sciences

**REFERENCE INFORMATION**  
Name: Lynne Madison  
Address: 1409 N. Front St.  
Harrisburg, PA 17101  
Email: test@test.org  
Phone: 1231231234  
Fax:  
Organization: NSF

**2 NOMINEE DESCRIPTION Edit**  
**How long have you known the nominee?**  
Type or cut and paste answer here.  
**In what capacity(ies)?**  
Type or cut and paste answer here.  
**What has the nominee accomplished? How has the nominee changed the course of science in his/her field? What is the nominee's potential for future significant contributions?**  
Type or cut and paste your answer here.  
**If the nominee worked as part of a team, specify his/her role in the accomplishments and leadership in advancing the field of research.**  
Type or cut and paste your answer here.  
**On the following scale of 1 to 5 below, please rank the nominee:**  
2 - Among the top 10 young scientists I have known in the past 5 years.  
**Additional Information:**  
Type or cut and paste your reference letter here.

**3 SUBMIT REFERENCE Edit**  
Submit

**Figure 4 View Entire Reference screen. The Submit button is circled.**

5. Click the **Submit** button (Figure 4). The **Confirm Award Reference Submission** screen displays (Figure 5).

**CONFIRM | Award Reference Submission**

You have requested to submit the following reference to the Alan T. Waterman Committee for review. If you are satisfied with the reference, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

The information on this reference is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.

**Note: A reference cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose at mmontros@nsf.gov.**

Confirm Cancel

**VIEW | Entire Reference for Michael Grace**

**Figure 5 Confirm Award Reference Submission screen. The Confirm button is circled.**

Submit a Saved Reference for the Alan T. Waterman Award

6. Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6).



**Figure 6 Confirmation screen.**

7. Click **Back to Award Homepage** (Figure 6). The **Alan T. Waterman Award** screen displays (Figure 7) with the reference listed with the status of **Submitted**.



**Figure 7 Alan T. Waterman Award screen with the Reference listed with the status of Submitted.**

## View the Entire Reference for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).

**Figure 1** Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).

**Alan T. Waterman Award** | MAIN ▶

Prepare A New Nomination    Prepare A New Reference

 **The annual Alan T. Waterman Award** recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

**Create a new nomination or a reference** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

Why this information is being requested.

**The nomination period will be closed on Monday, December 31, 2007 11:59 PM.**

**Work In Progress**

Nominee Name	Type	Date Created	Status
<a href="#">Michael Grace</a>	Reference	May 16, 2007	In Progress

**Figure 2** Alan T. Waterman Award screen. The Reference title link is circled.

3. Click the title of the reference (Figure 2). The **Reference Form** screen displays (Figure 3).

Prepare A New Nomination    Prepare A New Reference

[Instructions for Preparing Reference](#)    [View Saved Reference](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

\* Required Field

\* First Name: Michael    \* Last Name: Grace

\* Major Discipline: Engineering

\* Organization: NSF

Save    Save and Continue

**NOMINEE DESCRIPTION**

**3 SUBMIT REFERENCE**

**Figure 3** Reference Form screen. The View Saved Reference link is circled.

- Click **View Saved Reference** (Figure 3). The **View Entire Reference** screen displays with the text you have entered (Figure 4).

The screenshot shows a web interface for viewing a reference. At the top, there are two tabs: "Prepare A New Nomination" and "Prepare A New Reference". Below the tabs, there are two buttons: "Back" and "View PDF". To the right of the "View PDF" button, there is a small PDF icon and text: "To view this information in PDF format, click 'View PDF'. A new browser window will open. To print the PDF, use your browser's print function in the new window." Below this is a header bar that says "VIEW | Entire Reference for Michael Grace". The main content is divided into two columns. The left column has three sections: 1. "NOMINEE INFORMATION" with an "Edit" link. It lists: Name: Michael Grace, Organization: NSF, Major Discipline: Engineering. 2. "NOMINEE DESCRIPTION" with an "Edit" link. It contains several questions: "How long have you known the nominee?" (Type the length of time you have known the nominee), "In what capacity(ies)?" (Type the capacity in which you know the nominee), "What has the nominee accomplished? How has the nominee changed the course of science in his/her field? What is the nominee's potential for future significant contributions?" (State what the nominee has accomplished in his or her field and describe their potential for future contributions), "If the nominee worked as part of a team, specify his/her role in the accomplishments and leadership in advancing the field of research." (Specify the nominee's role in the team and his/her accomplishments), and "On the following scale of 1 to 5 below, please rank the nominee: 1 - The most outstanding person at this career stage I have known in the past 5 years." 3. "Additional information" (Type text directly into this text box, or you may cut and paste text from another document). The right column is titled "REFERENCE INFORMATION" and lists: Name: Marsha Marsh, Address: 1970 Quincy Ave. Alexandria, VA 22210, Email: marsha@nsf.gov, Phone: 5551231234, Fax: (blank), Organization: NSF. At the bottom of the left column, there is a "3 SUBMIT REFERENCE" section with an "Edit" link and a "Submit" button.

Figure 4 View Entire Reference screen.

## View the Reference in PDF for the Alan T. Waterman Award

1. Access the **View Entire Reference** screen (Figure 1) (see [View Entire Reference](#)).

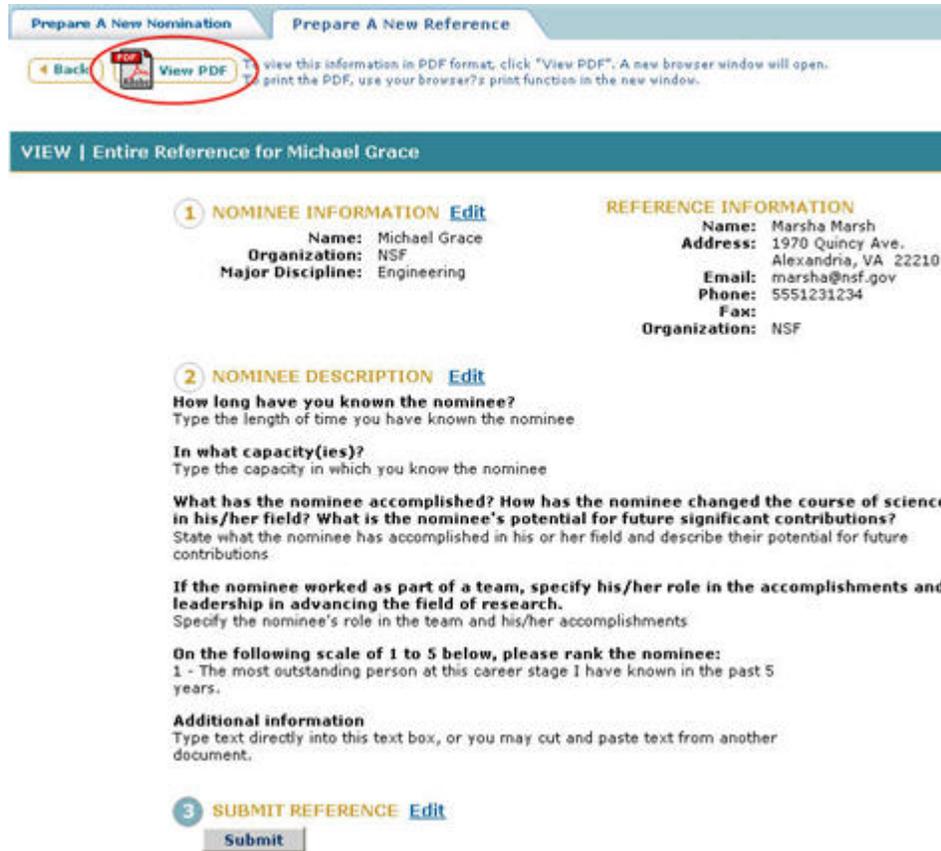


Figure 1 View Entire Reference screen. The View PDF link is circled.

2. On the **View Entire Reference** screen (Figure 1), click **View PDF**. The reference displays in PDF format in a new window (Figure 2).

Alan T. Waterman Nomination for PATEL,NIKUNJ	
Nominee Information	
<b>Name:</b>	PATEL,NIKUNJ
<b>Address:</b>	2625 SW 75th st Gainesville, FL 32608
<b>Email:</b>	npatel216@gmail.com
<b>Phone:</b>	2166476910
<b>Organization:</b>	NSF
<b>Major Discipline:</b>	Mathematics / Computer Science
<b>Secondary Discipline:</b>	Mathematics / Computer Science
<b>Citizenship:</b>	U. S. Citizen
<b>Birth Place:</b>	INDIA
<b>Birth Year:</b>	1988

**Figure 2 Reference in PDF format in a new window. The Save and Print icons are circled.**

3. Click the **Save** icon (Figure 2) to save the reference to your computer.
4. Click the **Print** icon (Figure 2) to print the reference.

## National Medal of Science

### National Medal of Science Introduction

The National Medal of Science is awarded to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences."

You have the following options in preparing a National Medal of Science:

- [View the award considerations](#)
- [Find background information on the award](#)
- [Get the listing of the award's past winners](#)
- [Prepare a nomination for the award](#)

If you have been designated to write a letter of support for a nominee for the National Medal of Science, see [Prepare a National Medal of Science Letter of Support](#).

## National Medal of Science Introduction

The National Medal of Science is awarded to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences."

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If you have been designated to write a letter of support for a nominee for the National Medal of Science, see [Prepare a National Medal of Science Letter of Support](#).

## View Award Considerations for National Medal of Science Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).

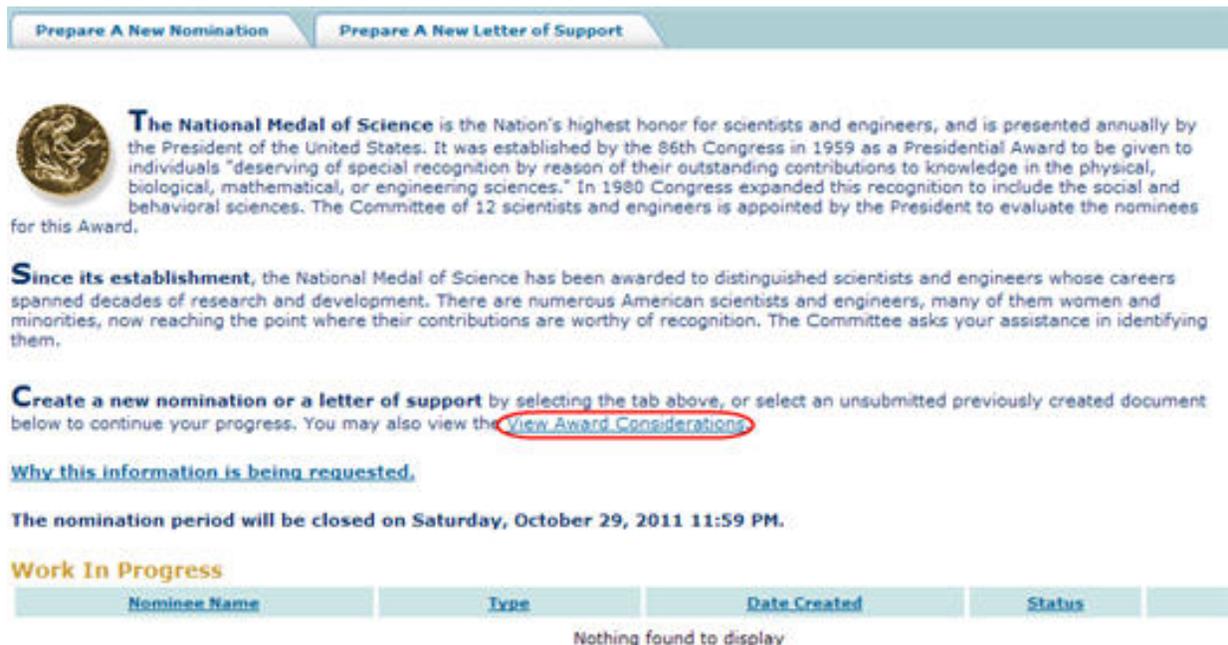


Figure 2 National Medal of Science screen. The View Award Considerations link is circled.

3. Click **View Award Considerations** (Figure 2). The **Award Selection Considerations** screen displays (Figure 3) with the formal award considerations for the award.

**Award Selection Considerations**

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The Committee has established the following considerations for selection of candidates:

- 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; and
- f. Whether the nominee has demonstrated sustained influence on education through publications, teaching activities, outreach, mentoring, etc.
- g. Whether the nominee's contributions have created significant positive impact for the Nation.

**Nomination and Letters of Support Requirements**

- a. A complete nomination consists of a nomination form and three to five letters of support. Nominations with fewer than three letters of support will not be forwarded to the committee to review, and no more than five letters of support will be accepted.
- b. Nominations and letters are to be submitted electronically via the FastLane website.
- c. Under exceptional circumstances, letters may also be sent separately via regular mail or e-mail as an attachment.

**For further information concerning the Award program or nomination process, contact:**

Mayra N. Montrose  
Office of Integrative Activities  
National Science Foundation  
4201 Wilson Boulevard, Rm. 1270  
Arlington, VA 22230  
Email: [nms@nsf.gov](mailto:nms@nsf.gov)  
Phone: 703-292-8040  
Fax: 703-292-9040

**\* All nominations must be in conformance with the eligibility requirements stated above. All nominations, renominations, and references must be submitted no later than 11:59 PM Friday, October 28, 2011.**

[Back](#) [Begin Nomination](#)

Figure 3 Award Selection Considerations screen.

## Find Background Information on the National Medal of Science Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).

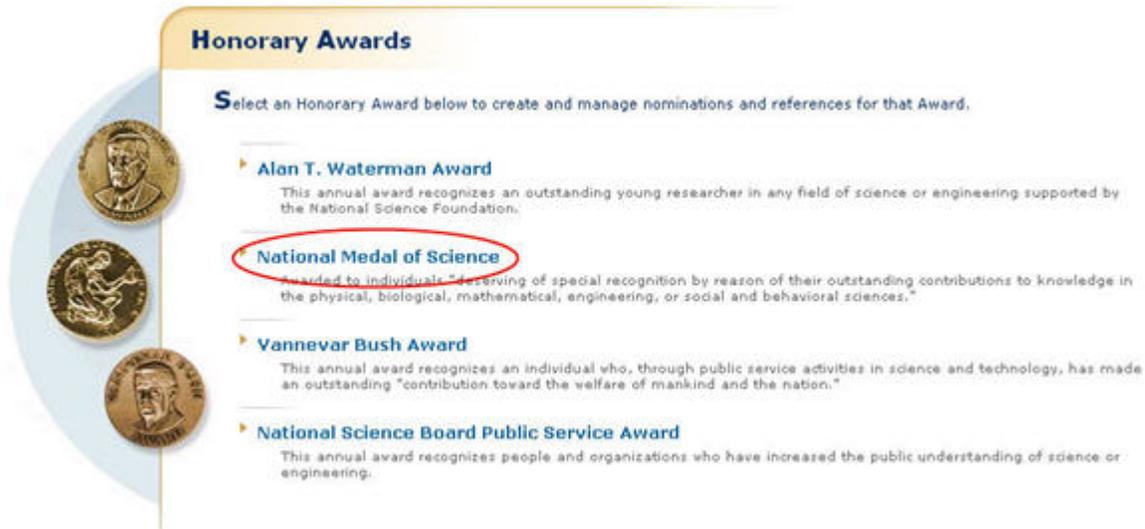


Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).

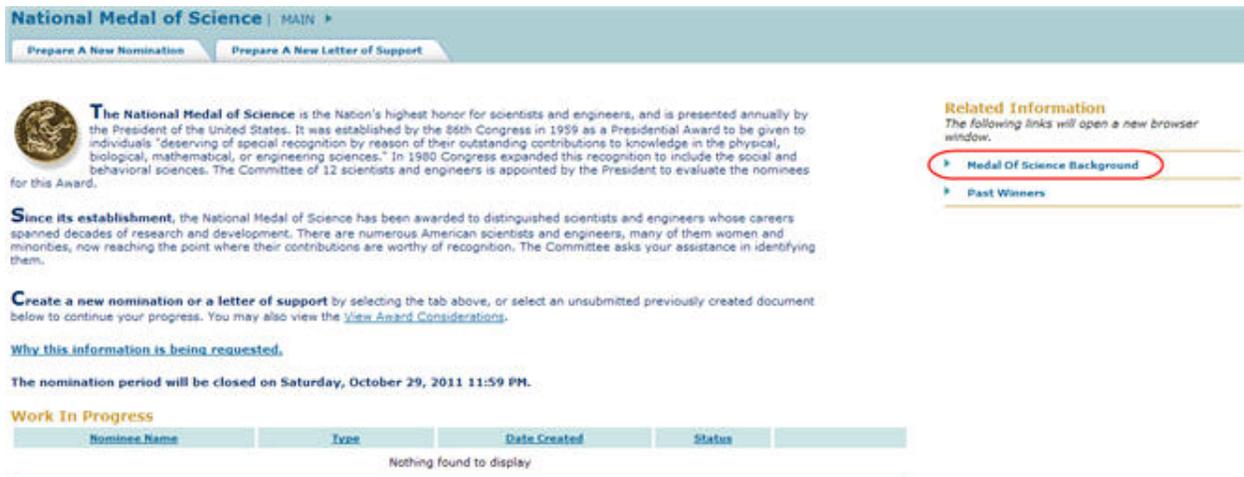


Figure 2 National Medal of Science screen. The Medal of Science Background link is circled.

3. Click **National Medal of Science Award Background** (Figure 2). The **National Medal of Science** screen displays (Figure 3) in a new window with the background information on the award.

Find Background Information on the National Medal of Science Award

**Figure 3 President's National Medal of Science screen.**

## Past Winners of the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).

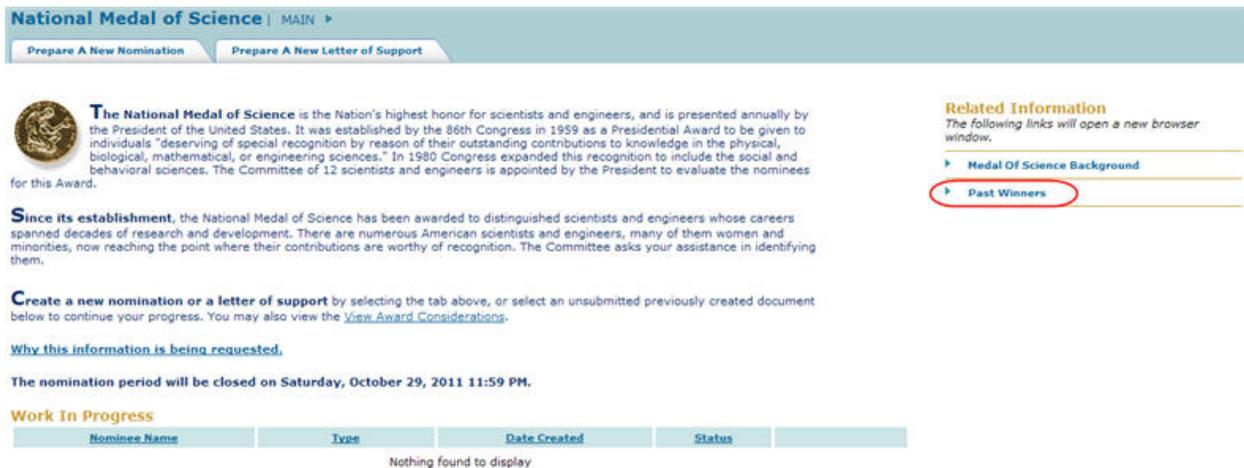


Figure 2 National Medal of Science screen. The Past Winners link is circled.

3. Click **Past Winners** (Figure 2). The **President's National Medal of Science Recipient** screen displays (Figure 3) in a new window.

**Figure 3 President’s National Medal of Science Recipients screen. The Search button is circled.**

4. To search for a recipient, enter information for any or all of the search criteria:
  - Keyword
  - Last Name
  - First Name
  - Gender
  - Deceased
  - Affiliation
  - Affiliation’s State/Territory:
  - Award Year
  - Award Discipline
  - Medal of Technology Recipient
  - Nobel Prize Discipline
  
5. Click the **Search** button (Figure 3). The **President National Medal of Science Recipients** screen displays (Figure 4) with the results of your search.

## The President's National Medal of Science Recipients

Click on a column title to sort the results by that field. Click on a name to see more details. Institutions listed are those with which the recipients were affiliated at the time of the Award.

**Search Results = 3 Recipients**

<u>Name</u>	<u>Affiliation</u>	<u>Discipline</u>	<u>Award Year</u>	<u>Nobel Laureate</u>
<a href="#">Alvarez, Luis W.</a>	University of California at Berkeley	Physical Sciences	1963	Physics
<a href="#">McMillan, Edwin M.</a>	University of California at Berkeley	Physical Sciences	1990	Chemistry
<a href="#">Townes, Charles H.</a>	University of California at Berkeley	Physical Sciences	1982	Physics

Figure 4 President's National Medal of Science Recipients screen with the results of a search.

## Nomination for Medal of Science

### Prepare a National Medal of Science Nomination

In preparing and submitting a nomination for the National Medal of Science, you can conduct the following activities:

- Complete the Nomination Form
- Submit a nomination
- Save a nomination
- Edit a saved nomination
- View the entire nomination
- View the nomination in PDF format
- Submit a saved nomination
- View the status of a letter of support

## **Prepare a National Medal of Science Nomination**

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- View the status of a letter of support

## Complete the Nomination Form for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).

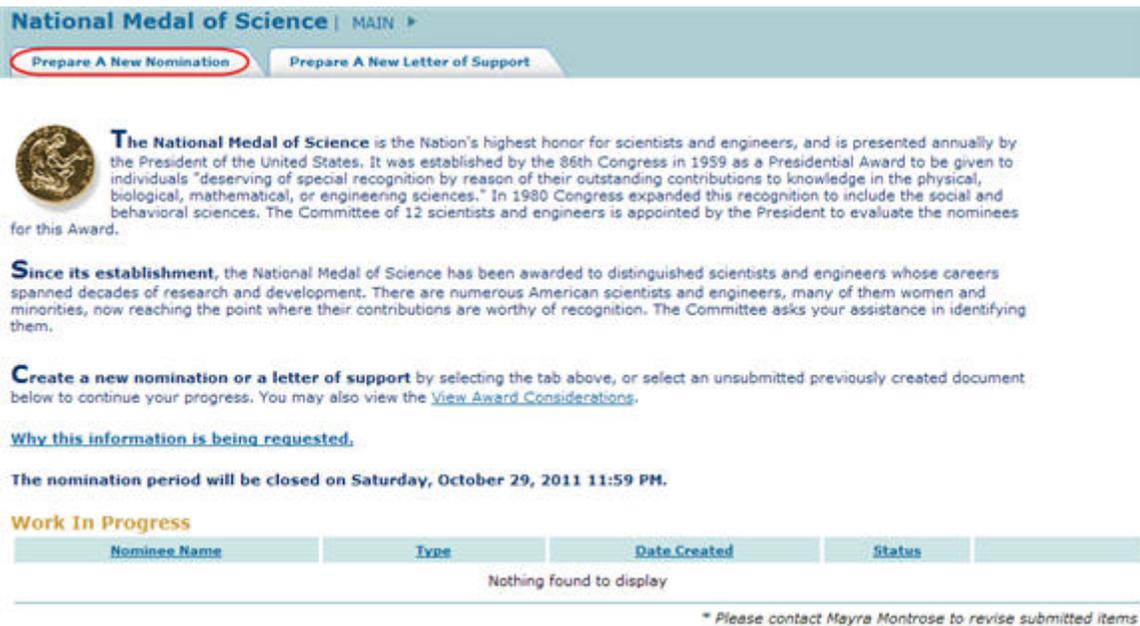


Figure 2 National Medal of Science screen. The Prepare a New Nomination tab is circled.

3. Click the **Prepare a Nomination** tab (Figure 2). The **Instructions for Preparing a Nomination** screen displays (Figure 3) with general instructions for completing a nomination.

### Instructions for Preparing a Nomination

#### Background and Eligibility

National Medals of Science are awarded by the President of the United States to individuals deserving of special recognition by reason of their outstanding cumulative contributions to knowledge in the physical, biological, mathematical, engineering, or behavioral or social sciences, in service to the Nation.

Many more nominations are received than awards may be given. Ideal nominations make a strong case for scientific or engineering achievement as well as broader impacts in promoting the progress of science; advancing the national health, prosperity, and welfare; securing the national defense; and other purposes.\*

Please note the following eligibility guidelines:

- 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 Noble 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.

The President's Committee on the National Medal of Science is comprised of experts from a variety of disciplines. **Please ensure that the nomination clearly conveys cumulative scientific achievement and broader impacts to a Committee with a wide spectrum of expertise.**

#### Creating and Submitting a Nomination

To proceed to the nomination entry form, you must first familiarize yourself with the award criteria by clicking the "view award considerations" button at the bottom of this page. You may also find it useful to review the nomination information requirement: [\(View Nomination Form Description\)](#)

There are six steps in the nomination process for the National Medal of Science. Each step consists of a form you must complete. Note that fields marked with an asterisk (\*) are mandatory. Once you have completed the form for a step, click "Save and Continue" to advance to the next step. The graphic to the right will be used to guide you through the process. Once a step is successfully completed, the step will be checked.

You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the nomination can be accessed from the National Medal of Science FastLane homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your nomination to the National Medal of Science Committee Manager for review of completeness.

You may copy and paste unformatted text from documents on your computer into any text fields you see on the online nomination forms. Please note that copying text from word processing applications such as Microsoft Word may insert characters that are not recognized by standard HTML character sets. **To convert a document into ASCII text, you may specify the "text only" option when saving your document.**

**Note: If you are submitting a nomination on behalf of an organization such as a professional society, please contact Mayra Montrose for specific instructions.**

**Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose. Contact: Mayra Montrose at [mmontros@nsf.gov](mailto:mmontros@nsf.gov)**

#### Letters of Support

As a nominator, you are responsible for ensuring that letter writers submit their information in a timely fashion. Please inform letter writers of the exact spelling of the nominee's name and the designated discipline. This will allow the system to automatically link the letters to the nomination.

\* To promote the progress of science; to advance the national health, prosperity, and welfare; to secure the national defense; and for other purposes (NSF Act of 1950)

[← Back](#)

[View Award Considerations](#)

**Figure 3 Instructions for Preparing a Nomination screen. The View Nomination Form Description link is circled.**

- To see the form requirements, click **View Nomination Form Description** (Figure 3). The **Nomination Form Description** screen displays (Figure 4) with a listing of all the components of the Nomination Form.



### Nomination Form Description

The following bullet points describe the National Medal of Science nomination form. If you are a first time nominator, you may expect to spend approximately 20 hours researching and preparing a National Medal of Science nomination.

There are five sections to the nomination form. You will be asked to enter information about the nominee, their education, employment history, honors and awards,, a proposed citation for the award, a narrative about the nominee's work, publications, and the names of the writers of the letters of support.

The first section pertains to the nominee's contact information. You are required to enter the following information (required fields are indicated by \*):

- First Name \*
- Last Name \*
- Address \*
- Email \*
- Phone Number \*
- Organization with which the nominee is associated \*
- Major Discipline (drop-down menu) \*

The second section covers the nominee's education, positions held, honors and awards, and a proposed citation. The proposed citation will be used by the committee to assess the "big-picture" contributions of the nominee. It must be concise and compelling to a committee with broad expertise. You must enter:

- Between one and six of the nominee's degrees \*
- Any pertinent positions the nominee has held \*
- Notable Honors received \*
- A proposed citation \*

The third section is a narrative statement which covers the nominee's qualifications for the National Medal of Science. The statement should be no more than 3 pages long. You may refer to the selection considerations below in providing information that will be most informative to the selection committee.

The fourth section covers the nominee's publications and patents. The maximum allowable amount is 10, and a short one sentence commentary explaining the impact of each publication or patent is required.

The fifth section identifies the nominee's letter writers. Three letter writers not from the nominee's home institution must be identified for each nomination. The system will automatically send an email to these letter writers to notify them that their assistance is requested when the information is saved the first time. You will need to enter the following:

- First Name \*
- Last Name \*
- Address \*
- Email \*
- Phone Number \*
- Organization \*

Please note that you may submit up to two more references in addition to the ones in this section for a total of no more than five. Please do not submit more than 5 letters. The portfolio of letters needs to make a strong case for science but should not exclude activities that are peripheral to the science. At least 3 of the letters should strongly address the scientific contributions.

Once you have correctly entered and saved required data in these five sections, the submit button will become available.

**Figure 4** Nomination Form Description screen. The Back button is circled.

- Click the **Back** button (Figure 4). The **Instructions for Preparing a Nomination** screen displays (Figure 5).

## Instructions for Preparing a Nomination

### Background and Eligibility

National Medals of Science are awarded by the President of the United States to individuals deserving of special recognition by reason of their outstanding cumulative contributions to knowledge in the physical, biological, mathematical, engineering, or behavioral or social sciences, in service to the Nation.

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\* To promote the progress of science; to advance the national health, prosperity, and welfare; to secure the national defense; and for other purposes (NSF Act of 1950)

[← Back](#)

[View Award Considerations](#)

**Figure 5 Instructions for Preparing a Nomination screen. The View Award Considerations button is circled.**

6. Click the **View Award Considerations** button. The **Award Selection Considerations** screen displays (Figure 6).

# Complete the Nomination Form for the National Medal of Science

## Award Selection Considerations

The Committee has established the following considerations for selection of candidates:

- The impact of an individual's body of work on the current state of his or her field of science or engineering;
- 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;
- 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;
- 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;
- If the nominee has made contributions to innovation and industry; and
- Whether the nominee has demonstrated sustained influence on education through publications, teaching activities, outreach, mentoring, etc.
- Whether the nominee's contributions have created significant positive impact for the Nation.

### Nomination and Letters of Support Requirements

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- Nominations and letters are to be submitted electronically via the FastLane website.
- Under exceptional circumstances, letters may also be sent separately via regular mail or e-mail as an attachment.

### For further information concerning the Award program or nomination process, contact:

Mayra N. Montrose  
Office of Integrative Activities  
National Science Foundation  
4201 Wilson Boulevard, Rm. 1270  
Arlington, VA 22230  
Email: [nmsa@nsf.gov](mailto:nmsa@nsf.gov)  
Phone: 703-292-8040  
Fax: 703-292-9040

\* All nominations must be in conformance with the eligibility requirements stated above. All nominations, renominations, and references must be submitted no later than 11:59 PM Friday, October 28, 2011.

[Back](#)

[Begin Nomination](#)

Figure 6 Award Selection Considerations screen. The Begin Nomination button is circled.

- Click the **Begin Nomination** button (Figure 6). The **Nomination Form** screen displays (Figure 7) with the **Nomination Information** section open.

The screenshot shows the 'NOMINEE INFORMATION' section of the nomination form. At the top, there are tabs for 'Prepare A New Nomination' and 'Prepare A New Reference'. Below the tabs are links for 'Instructions For Nomination', 'Award Selection Criteria', and 'View Saved Nomination'. A progress indicator shows steps 1 through 6, with step 2 highlighted. A warning message states: 'New data will only be saved if you click the "Save" or "Save and Continue" buttons.' The form fields include: First Name (NIKUNJ), Last Name (PATEL), Address (2625 SW 75th st), City (Gainesville), State (Florida), Zip (32608), International Postal Code, Country (United States), Email (npatel216@gmail.com), Phone Number (2166476910), Organization (NSF), Major Discipline (Mathematics / Computer Science), Secondary Discipline (Mathematics / Computer Science), Year of Birth (1985), and Place of Birth (INDIA). At the bottom, there are radio buttons for 'U. S. Citizen' (selected) and 'Permanent Resident'. The 'Save and Continue' button is circled in red.

Figure 7 Nomination Information section of the Nomination Form screen. The Save and Continue button is circled.

8. In the **Nomination Information** section (Figure 7), enter requested information about the nominee in the appropriate boxes.
9. Click the **Save and Continue** button (Figure 7). (You can also click the **Save** button to save the form to complete later.) The **Nomination Form** screen displays (Figure 8) with the **Education, Positions Held, Honors and Awards** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

**EDUCATION, POSITIONS HELD, HONORS AND AWARDS**

\* Required Field

**You must enter data into the positions held, honors, proposed citation fields, as well as at least one degree, before saving.**

**\* Education:**  
You are required to enter one degree before saving your work. You may enter up to six degrees.

*Degree Type: Bachelor of Science	*Institution: Boston University
*Major Discipline: Biological Sciences	*Year: 1980
*Specific Discipline: Neuro Science	
*Degree Type: Master of Science	*Institution: Harvard University
*Major Discipline: Biological Sciences	*Year: 1985
*Specific Discipline: Neuro Science	
*Degree Type: Doctor of Science	*Institution: Princeton University
*Major Discipline: Biological Sciences	*Year: 1995
*Specific Discipline: Neurology	

[Add More Degree Fields](#)

**\* Positions Held** (Title, Organization, Years of Service):  
Type any positions held by the nominee in this box

**\* Honors** (Notable Awards, Fellowships, Prizes - Do not include graduate student service awards):  
Type any honors held by the nominee in this box

**\* Proposed Citation:**  
Please enter a 30-40 word proposed description of the nominee's contribution. Please be aware that the proposed citation will be used by the committee to assess the "big-picture" contributions of the nominee. It must be concise and compelling to a committee with broad expertise. For examples, please visit [www.nsf.gov/od/nms/recipient.cfm](http://www.nsf.gov/od/nms/recipient.cfm).  
Type a few sentences to describe the nominee's contribution

**1 NARRATIVE**

**2 PUBLICATIONS AND PATENTS**

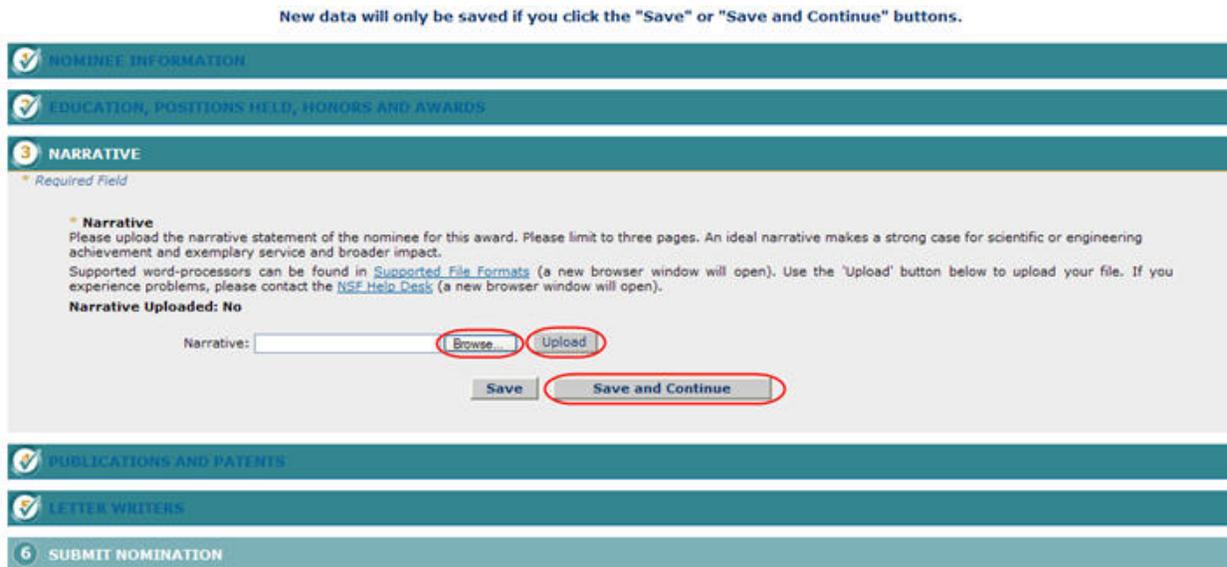
**3 LETTER WRITERS**

**6 SUBMIT NOMINATION**

**Figure 8 Education, Positions Held, Honors and Awards section of the Nomination Form screen. The Save and Continue button are circled.**

10. In the **Education** section (Figure 8), enter the degrees that the nominee has. For each degree, enter the following:

- Degree type
  - Major Discipline
  - Specific Discipline
  - Institution
  - Year
11. If you need to type more than three degrees, click **Add More Degree Fields**. More fields display.
  12. In the **Positions Held** box (Figure 8), type each professional position that the nominee has held. For each position, type the following:
    - Position title
    - Organization
    - Years of service
  13. In the **Honors** box (Figure 8), type any honors the nominee has received.
  14. In the **Proposed Citation** box (Figure 8), describe in one or two sentences the research the nominee is engaged in.
  15. Click the **Save and Continue** button (Figure 8). (You can also click the **Save** button to save the form to complete it later). The **Nomination Form** screen displays (Figure 9) with the **Narrative** section open.



**Figure 9 Narrative section of the Nomination Form screen. The Save and Continue button is circled.**

16. In the **Narrative** section (Figure 9), browse to and upload the nominee’s qualifications for the award.
17. Click the **Save and Continue** button (Figure 9). (You can also click the **Save** button to save the form to complete later.) The **Nomination Form** screen displays (Figure 10) with the **Publications and Patents** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1** NOMINEE INFORMATION

**2** EDUCATION, POSITIONS HELD, HONORS AND AWARDS

**3** NARRATIVE

**4** PUBLICATIONS AND PATENTS

\* Required Field

**\* Publications and Patents**  
Please upload the publications and any patents of the nominee. Please limit to 10 publications or patents and provide a short one sentence commentary explaining the impact of each publication.  
Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

**Publications and Patents Uploaded: No**

Publications and Patents:

**5** LETTER WRITERS

**6** SUBMIT NOMINATION

**Figure 10** Publications and Patents section of the of the Nomination Form screen. The Save and Continue button is circled.

18. In the **Publications and Patents** section (Figure 10), browse to and upload the publication citations.
19. Click the **Save and Continue** button (Figure 10). (You can also click the **Save** button to save the form to complete it later). The **Nomination Form** screen displays (Figure 11) with the **Letter Writers** section open.

# Complete the Nomination Form for the National Medal of Science

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1** NOMINEE INFORMATION

**2** EDUCATION, POSITIONS HELD, HONORS AND AWARDS

**3** NARRATIVE

**4** PUBLICATIONS AND PATENTS

**5** LETTER WRITERS

*\* Required Field*

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

Please name three letter writers familiar with technical aspects and broader impact of the nominee's contributions. Letter writers may not be from the nominee's home organization.

As the nominator, you are responsible for ensuring that letters are received. **Nominations with fewer than three letters will not be reviewed** by the committee. You may contact two additional letter writers for a maximum of five letters.

Guidance for letter writers: letters should address the following:

- The impact of an individual's body of work on the current state of his or her field of science or engineering;
- 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;
- 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;
- 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;
- If the nominee has made contributions to innovation and industry; and
- Whether the nominee has demonstrated sustained influence on education through publications, teaching activities, outreach, mentoring, etc.
- Whether the nominee's contributions have created significant positive impact for the Nation

**Letter writer 1:** [Remove Reference 1 \(Robert Jones\)](#)

\*First Name: Robert \*Last Name: Jones

\*Address: 1133 Whitewater Way

\*City: Arlington \*State: Virginia \*Zip: 22206

International Postal Code:

\*Country: United States

\*Email: rj@test.org

\*Phone Number: 1111111111 (no dashes or spaces)

\*Organization: USDA

**Letter writer 2:** [Remove Reference 2 \(William Bill\)](#)

\*First Name: William \*Last Name: Bill

\*Address: 123 Tuckerman Lane

\*City: Bethesda \*State: Maryland \*Zip: 22013

International Postal Code:

\*Country: United States

\*Email: wb@test.org

\*Phone Number: 1111111111 (no dashes or spaces)

\*Organization: NSF

**Letter writer 3:** [Remove Reference 3 \(Marsha Marsh\)](#)

\*First Name: Marsha \*Last Name: Marsh

\*Address: 1800 Quince Ave.

\*City: Alexandria \*State: Virginia \*Zip: 22201

International Postal Code:

\*Country: United States

\*Email: mm@test.org

\*Phone Number: 1111111111 (no dashes or spaces)

\*Organization: NSF

**6** SUBMIT NOMINATION

Figure 11 Letter Writers section of the Nomination Form screen. The Save and Continue button are circled.

20. In the **Letter Writers** section (Figure 11), list at least three letter writers who are not from the nominee's organization and who are familiar with the technical aspects and broader impact of the nominee's contributions. For each letter writer, enter the requested information in the appropriate boxes.

You have now completed the Nomination Form. You have these options:

- Save the nomination to edit it or submit it later
- Submit the nomination

## Submit a Nomination for the National Medal of Science

1. Access the **Nomination Form** screen (Figure 1) with the **Submit Nomination** section open (see [Complete the Nomination Form](#)).

The screenshot shows a web interface for submitting a nomination. At the top, there are tabs for 'Prepare A New Nomination' and 'Prepare A New Letter of Support'. Below these are links for 'Instructions For Nomination', 'Award Selection Considerations', and 'View Saved Nomination'. A message states: 'New data will only be saved if you click the "Save" or "Save and Continue" buttons.' A vertical list of sections is shown, with 'SUBMIT NOMINATION' selected and highlighted in blue. Below this, a 'Submit' button is circled in red. A text box below the button reads: 'You have completed all of the steps necessary to submit this nomination. If you are ready to submit, you may click "Submit". If you would like to continue editing the nomination, you may navigate to any of the steps by clicking on the banner links.'

**Figure 1** Nomination Form screen. The **Submit** button is circled.

2. Click the **Submit** button (Figure 1). The **Confirm Award Nomination Submission** screen displays (Figure 2).

The screenshot shows a confirmation screen titled 'CONFIRM | Award Nomination Submission'. It contains a paragraph of text: 'You have requested to submit the following nomination to the Medal of Science Committee for review. If you are satisfied with the nomination, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:'. Below this is a text box with the following text: 'The information on this nomination is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants. Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose at mmontros@nsf.gov.' At the bottom of the text box, there are two buttons: 'Confirm' (circled in red) and 'Cancel'. Below the text box is a blue bar with the text 'VIEW | Entire Nomination for Jennifer Smith'.

**Figure 2** Confirm Award Nomination Submission screen. The **Confirm** button is circled.

3. Click the **Confirm** button (Figure 2). The **Confirmation** screen displays (Figure 3) with the message that the nomination has been submitted.



Figure 3 Confirmation screen.

4. Click **Back to Award Homepage** (Figure 3). The **National Medal of Science** screen displays (Figure 4) with the nomination listed with the status of Submitted.

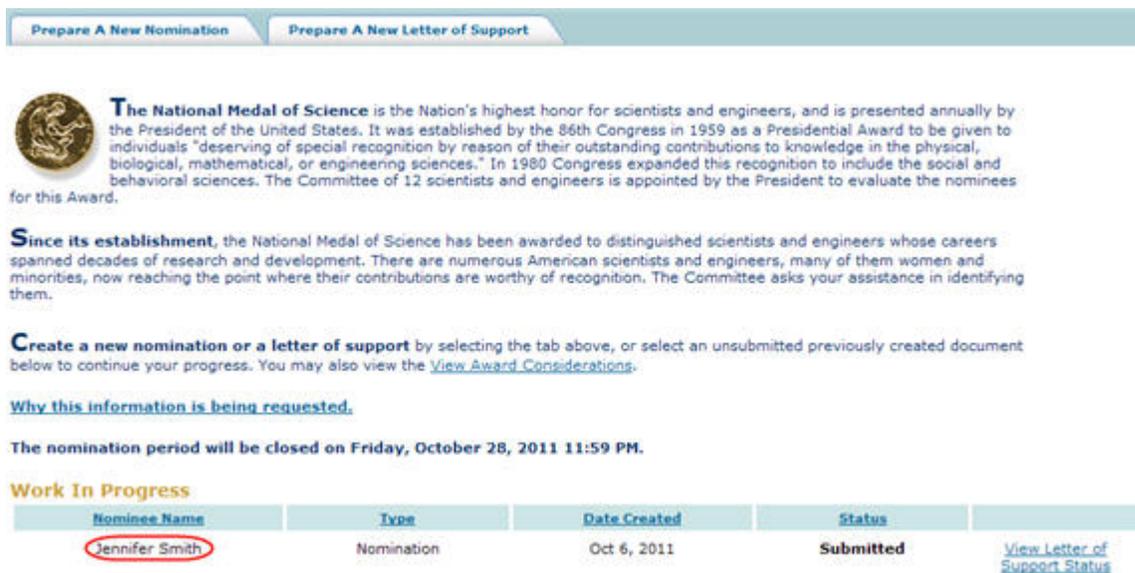


Figure 4 National Medal of Science screen with the nomination listed with the status of Submitted.

## Edit a Saved Nomination for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2) with the saved nomination in the **Work in Progress** section.

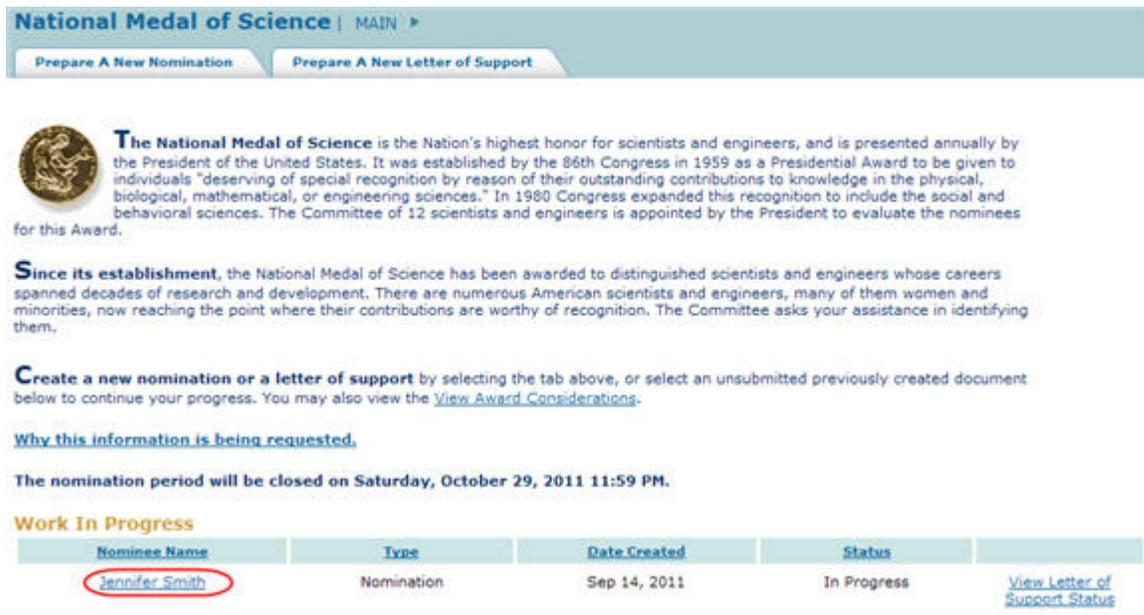


Figure 2 National Medal of Science screen. The link to the saved nomination is circled.

3. Click the nomination title (Figure 2). The **Nomination Form** screen displays (Figure 3) with the **Nominee Information** section open. On this screen, you can edit any section by clicking on the section title and then clicking the **Save and Continue** button or the **Save** button (see [Complete the Nomination Form](#), Step 8 through Step 22, for detailed instructions for each section).

The screenshot shows a web interface for preparing a nomination. At the top, there are tabs for 'Prepare A New Nomination' and 'Prepare A New Reference'. Below these are links for 'Instructions For Nomination', 'Award Selection Criteria', and 'View Saved Nomination'. A progress indicator shows six steps, with step 3 highlighted. A warning message states: 'New data will only be saved if you click the "Save" or "Save and Continue" buttons.' The main section is titled 'NOMINEE INFORMATION' and contains a form with the following fields:

- \* Required Field
- State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.
- \* First Name: NIKUNJ
- \* Last Name: PATEL
- \* Address: 2625 SW 75th st
- \* City: Gainesville
- State: Florida
- Zip: 32608
- International Postal Code:
- \* Country: United States
- \* Email: npatel216@gmail.com
- \* Phone Number: 2166476910 (no dashes or spaces)
- \* Organization: NSF
- \* Major Discipline: Mathematics / Computer Science
- Secondary Discipline: Mathematics / Computer Science
- \* Year of Birth (YYYY): 1986
- \* Place of Birth: INDIA
- \* Select One:  U. S. Citizen  Permanent Resident

The 'Save and Continue' button at the bottom of the form is circled in red.

Figure 3 Nomination Form screen with the Nominee Information section open.

## Save a Nomination for the National Medal of Science

After you have completed at least the first section of a nomination, you can save it for future work.

1. Access the **Nomination Form** screen (Figure 1) and complete at least the first section of the nomination (see [Complete the Nomination Form](#)).

Prepare A New Nomination | Prepare A New Letter of Support

Instructions For Nomination | Award Selection Considerations | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**EDUCATION, POSITIONS HELD, HONORS AND AWARDS**

**Education:**  
You are required to enter one degree before saving your work. You may enter up to six degrees.

* Degree Type: Bachelor of Science	* Major Discipline: Biological Sciences	* Institution: Boston University
* Specific Discipline: Neuro Science	* Year: 1980	
* Degree Type: Master of Science	* Major Discipline: Biological Sciences	* Institution: Harvard University
* Specific Discipline: Neuro Science	* Year: 1986	
* Degree Type: Doctor of Science	* Major Discipline: Biological Sciences	* Institution: Princeton University
* Specific Discipline: Neurology	* Year: 1995	

[Add More Degree Fields](#)

\* **Positions Held** (Title, Organization, Years of Service):  
Type any positions held by the nominee in this box

\* **Honors** (Notable Awards, Fellowships, Prizes - Do not include graduate student service awards):  
Type any honors held by the nominee in this box

\* **Proposed Citation:**  
Please enter a 30-40 word proposed description of the nominee's contribution. Please be aware that the proposed citation will be used by the committee to assess the "big-picture" contributions of the nominee. It must be concise and compelling to a committee with broad expertise. For examples, please visit [www.nsf.gov/od/nms/recipients.cfm](http://www.nsf.gov/od/nms/recipients.cfm).  
Type a few sentences to describe the nominee's contribution:

**Save** | Save and Continue

**1** NARRATIVE

**2** PUBLICATIONS AND PATENTS

**3** LETTER WRITERS

**6** SUBMIT NOMINATION

**Figure 1 Nomination Form screen open to the Education, Positions Held, Honors and Awards section. The Save button is circled.**

2. On the **Nomination Form** screen (Figure 1), click the **Save** button. The Nomination is saved, and the **Nomination Form** screen displays with the section open on which you clicked the **Save** button (Figure 2). The Nomination is now listed on the **National Medal of Science** screen (Figure 3) with the status of In Progress.

Prepare A New Nomination | Prepare A New Letter of Support

[Instructions For Nomination](#) | [Award Selection Considerations](#) | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**EDUCATION, POSITIONS HELD, HONORS AND AWARDS**

\* Required Field

You must enter data into the positions held, honors, proposed citation fields, as well as at least one degree, before saving.

**Education:**  
You are required to enter one degree before saving your work. You may enter up to six degrees.

\* Degree Type: Bachelor of Science  
\* Major Discipline: Biological Sciences  
\* Specific Discipline: Neuro Science  
\* Institution: Boston University  
\* Year: 1980

\* Degree Type: Master of Science  
\* Major Discipline: Biological Sciences  
\* Specific Discipline: Neuro Science  
\* Institution: Harvard University  
\* Year: 1986

\* Degree Type: Doctor of Science  
\* Major Discipline: Biological Sciences  
\* Specific Discipline: Neurology  
\* Institution: Princeton University  
\* Year: 1995

**Figure 2 Nomination Form screen after the Nomination has been saved.**

Prepare A New Nomination | Prepare A New Letter of Support

 **The National Medal of Science** is the Nation's highest honor for scientists and engineers, and is presented annually by the President of the United States. It was established by the 86th Congress in 1959 as a Presidential Award to be given to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, or engineering sciences." In 1980 Congress expanded this recognition to include the social and behavioral sciences. The Committee of 12 scientists and engineers is appointed by the President to evaluate the nominees for this Award.

**Since its establishment**, the National Medal of Science has been awarded to distinguished scientists and engineers whose careers spanned decades of research and development. There are numerous American scientists and engineers, many of them women and minorities, now reaching the point where their contributions are worthy of recognition. The Committee asks your assistance in identifying them.

**Create a new nomination or a letter of support** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Considerations](#).

Why this information is being requested.

The nomination period will be closed on **Saturday, October 29, 2011 11:59 PM.**

**Work In Progress**

Nominee Name	Type	Date Created	Status	
Jennifer Smith	Nomination	Sep 14, 2011	In Progress	<a href="#">View Letter of Support Status</a>

**Figure 3 National Medal of Science screen with the saved Nomination (circled) listed with the status of In Progress**

## Submit a Saved Nomination for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2) with the saved nomination in the **Work in Progress** section.

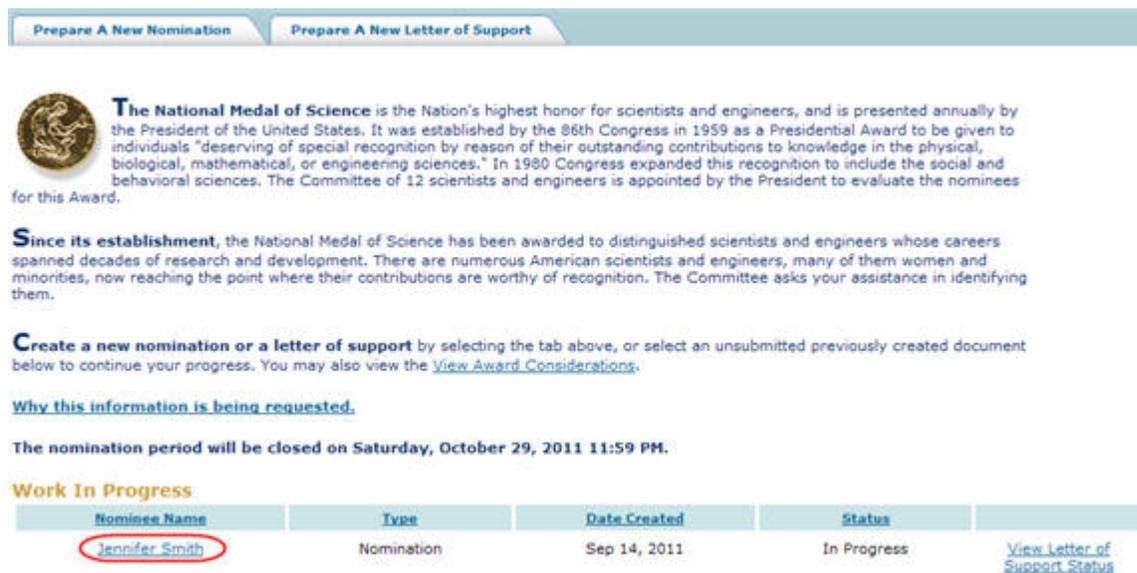


Figure 2 National Medal of Science screen. The link to the saved nomination is circled.

3. Click the nomination title (Figure 3). The **Nomination Form** screen displays (Figure 3).

Prepare A New Nomination | Prepare A New Letter of Support

[Instructions For Nomination](#) | [Award Selection Considerations](#) | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

- 1 NOMINEE INFORMATION
- 2 EDUCATION, POSITIONS HELD, HONORS AND AWARDS
- 3 NARRATIVE
- 4 PUBLICATIONS AND PATENTS
- 5 LETTER WRITERS
- 6 SUBMIT NOMINATION

\* Required Field

You have completed all of the steps necessary to submit this nomination. If you are ready to submit, you may click "Submit". If you would like to continue editing the nomination, you may navigate to any of the steps by clicking on the banner links.

Submit

**Figure 3** Nomination Form screen. The View Saved Nomination link is circled.

4. Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 4).

Prepare A New Nomination | Prepare A New Reference

Back | View PDF | To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window. | PROGRESS 6

**VIEW | Entire Nomination for PATEL, NIKUNJ**

**1 NOMINEE INFORMATION** [Edit](#)

**Contact Name:** PATEL, NIKUNJ  
**Address:** 2625 SW 75th st  
Gainesville, FL 32608  
United States  
**Email:** npatel216@gmail.com  
**Phone:** 2166476910  
**Major Discipline:** Mathematics / Computer Science  
**Secondary Discipline:** Mathematics / Computer Science  
**Organization:** NSF  
**Year of Birth:** 1986  
**Citizenship:** U. S. Citizen  
**Place Of Birth:** INDIA

**2 HISTORY & CITATIONS** [Edit](#)

**Education:** • Bachelor of Engineering, Computer Engineering, MSU, 2006  
Major Discipline: Mathematics / Computer Science

**Positions Held:** Business Analyst, NSF  
**Honors:** CSM  
**Proposed Citation:** TEST

**3 NARRATIVE** [Edit](#)

**Narrative Uploaded: Yes**

To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window. | View PDF

**4 PUBLICATIONS & CONTRIBUTIONS** [Edit](#)

**Publications & Contributions Uploaded: Yes**

To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window. | View PDF

**5 REFERENCES** [Edit](#)

**Name:** Nikunj Patel  
**Organization:** NSF  
**Email:** nikpatel@nsf.gov

**Name:** Nikunj Patel  
**Organization:** BC  
**Email:** npatel@bluecanopy.com

**Name:** test data  
**Organization:** validation  
**Email:** test123@test.com

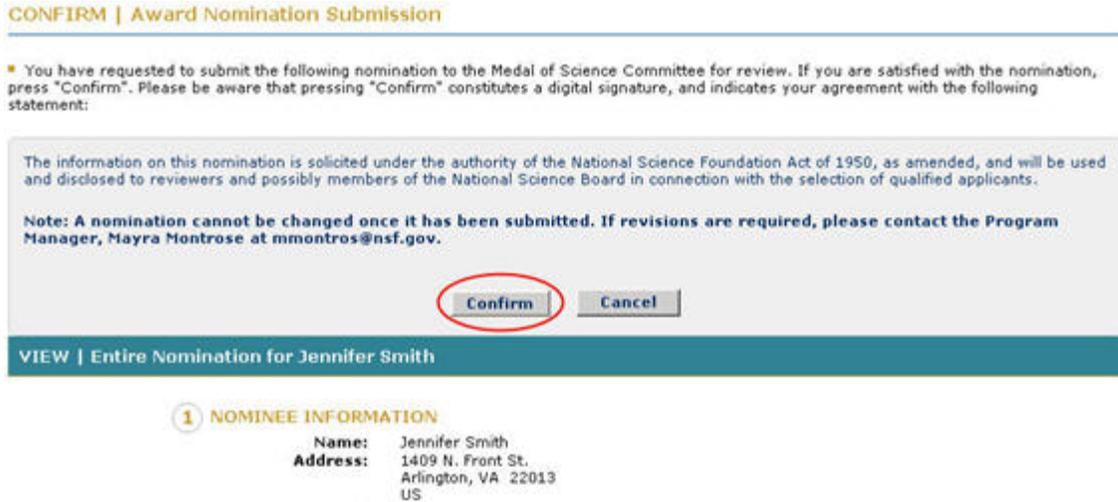
**Name:** Nikunj Patel  
**Organization:** NSF  
**Email:** npatel216@gmail.com

**6 SUBMIT NOMINATION**

**Submit**

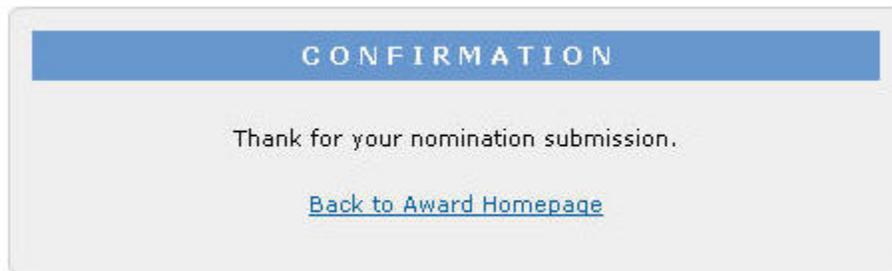
Figure 4 View Entire Nomination screen. The Submit button is circled.

5. Click the **Submit** button (Figure 4). The **Confirm Award Nomination Submission** screen displays (Figure 5).



**Figure 5 Confirm Award Nomination Submission screen. The Confirm button is circled.**

6. Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6) with the message that the nomination has been submitted.



**Figure 6 Confirmation screen.**

7. Click **Back to Award Homepage** (Figure 6). The **National Medal of Science** screen displays (Figure 7) with the nomination listed with the status of Submitted.

Submit a Saved Nomination for the National Medal of Science

[Prepare A New Nomination](#) [Prepare A New Letter of Support](#)



**The National Medal of Science** is the Nation's highest honor for scientists and engineers, and is presented annually by the President of the United States. It was established by the 86th Congress in 1959 as a Presidential Award to be given to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, or engineering sciences." In 1980 Congress expanded this recognition to include the social and behavioral sciences. The Committee of 12 scientists and engineers is appointed by the President to evaluate the nominees for this Award.

**Since its establishment**, the National Medal of Science has been awarded to distinguished scientists and engineers whose careers spanned decades of research and development. There are numerous American scientists and engineers, many of them women and minorities, now reaching the point where their contributions are worthy of recognition. The Committee asks your assistance in identifying them.

**Create a new nomination or a letter of support** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Considerations](#).

[Why this information is being requested.](#)

**The nomination period will be closed on Friday, October 28, 2011 11:59 PM.**

**Work In Progress**

Nominee Name	Type	Date Created	Status	
Jennifer Smith	Nomination	Oct 6, 2011	<b>Submitted</b>	<a href="#">View Letter of Support Status</a>

Figure 7 National Medal of Science screen with the nomination now listed with the status of Submitted.

## View an Entire Nomination for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).

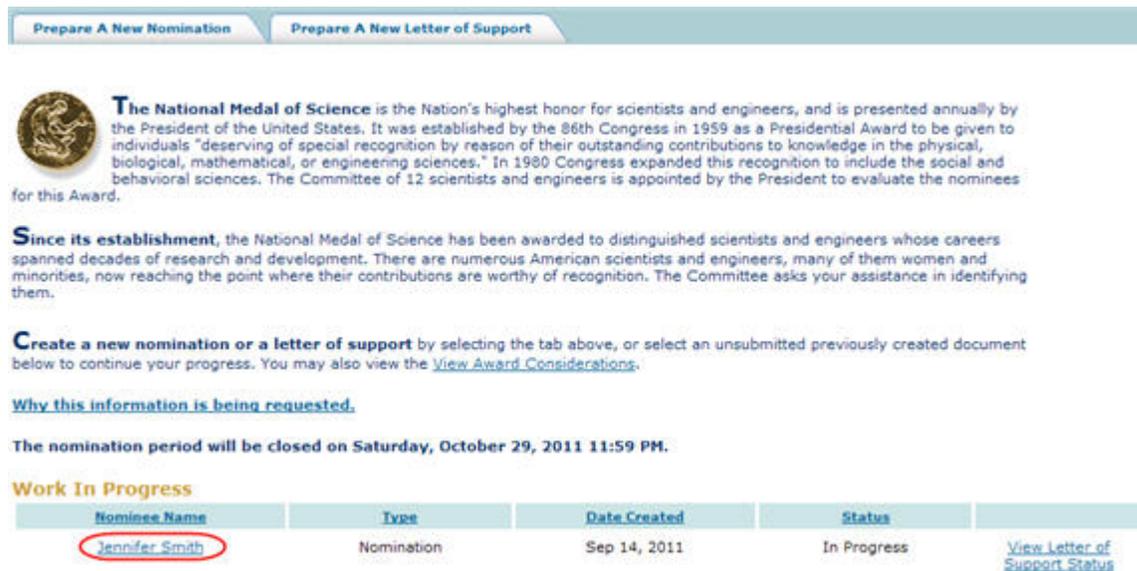


Figure 2 National Medal of Science screen. The link to the saved Nomination is circled.

3. Click the nomination title (Figure 2). The **Nomination Form** screen displays (Figure 3).

## View an Entire Nomination for the National Medal of Science

Prepare A New Nomination | Prepare A New Letter of Support

Instructions For Nomination | Award Selection Considerations | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

- NOMINEE INFORMATION
- EDUCATION, POSITIONS HELD, HONORS AND AWARDS
- NARRATIVE
- PUBLICATIONS AND PATENTS
- LETTER WRITERS
- 6** SUBMIT NOMINATION

\* Required Field

You have completed all of the steps necessary to submit this nomination. If you are ready to submit, you may click "Submit". If you would like to continue editing the nomination, you may navigate to any of the steps by clicking on the banner links.

**Figure 3** Nomination Form screen. The **View Saved Nomination** link is circled.

4. Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 4). You can edit from this screen also by clicking the **Edit** button for any section.

Prepare A New Nomination | Prepare A New Reference

Back View PDF To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window. PROGRESS 6

**VIEW | Entire Nomination for PATEL, NIKUNJ**

**1 NOMINEE INFORMATION** [Edit](#)

**Contact Name:** PATEL, NIKUNJ  
**Address:** 2625 SW 75th st  
Gainesville, FL 32608  
United States  
**Email:** npatel216@gmail.com  
**Phone:** 2166476910  
**Major Discipline:** Mathematics / Computer Science  
**Secondary Discipline:** Mathematics / Computer Science  
**Organization:** NSF  
**Year of Birth:** 1986  
**Citizenship:** U. S. Citizen  
**Place Of Birth:** INDIA

**2 HISTORY & CITATIONS** [Edit](#)

**Education:** • Bachelor of Engineering, Computer Engineering, MSU, 2006  
Major Discipline: Mathematics / Computer Science

**Positions Held:** Business Analyst, NSF  
**Honors:** CSM  
**Proposed Citation:** TEST

**3 NARRATIVE** [Edit](#)

**Narrative Uploaded: Yes**

To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window. View PDF

**4 PUBLICATIONS & CONTRIBUTIONS** [Edit](#)

**Publications & Contributions Uploaded: Yes**

To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window. View PDF

**5 REFERENCES** [Edit](#)

**Name:** Nikunj Patel  
**Organization:** NSF  
**Email:** nikpatel@nsf.gov

**Name:** Nikunj Patel  
**Organization:** BC  
**Email:** npatel@bluecanopy.com

**Name:** test data  
**Organization:** validation  
**Email:** test123@test.com

**Name:** Nikunj Patel  
**Organization:** NSF  
**Email:** npatel216@gmail.com

**6 SUBMIT NOMINATION**

**Submit**

Figure 4 View Entire Nomination screen.

## View a Nomination in PDF for the National Medal of Science

1. Access the **View Entire Nomination** screen (Figure 1) (see [View Entire Nomination](#)).



Figure 1 View Entire Nomination screen. The View PDF link is circled.

2. On the **View Entire Nomination** screen (Figure 1), click **View PDF**. The Nomination displays in PDF format in a new window (Figure 2).

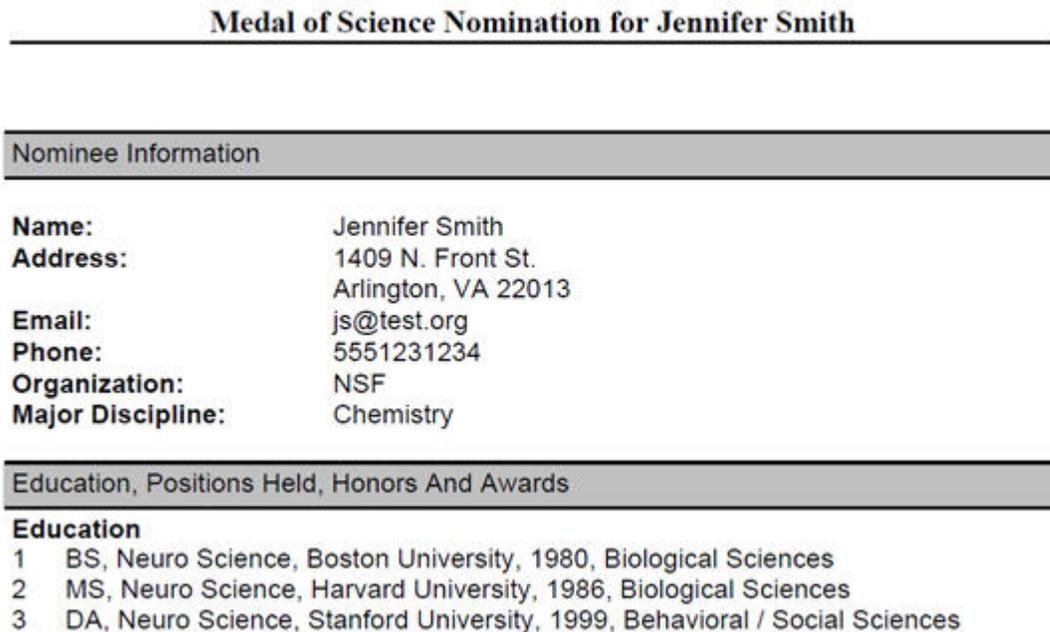


Figure 2 Nomination in PDF format in a new window.

3. Click the **Save** icon (Figure 2) to save the nomination to your computer.
4. Click the **Print** icon (Figure 2) to print the nomination.

## View the Status of a Letter of Support for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).

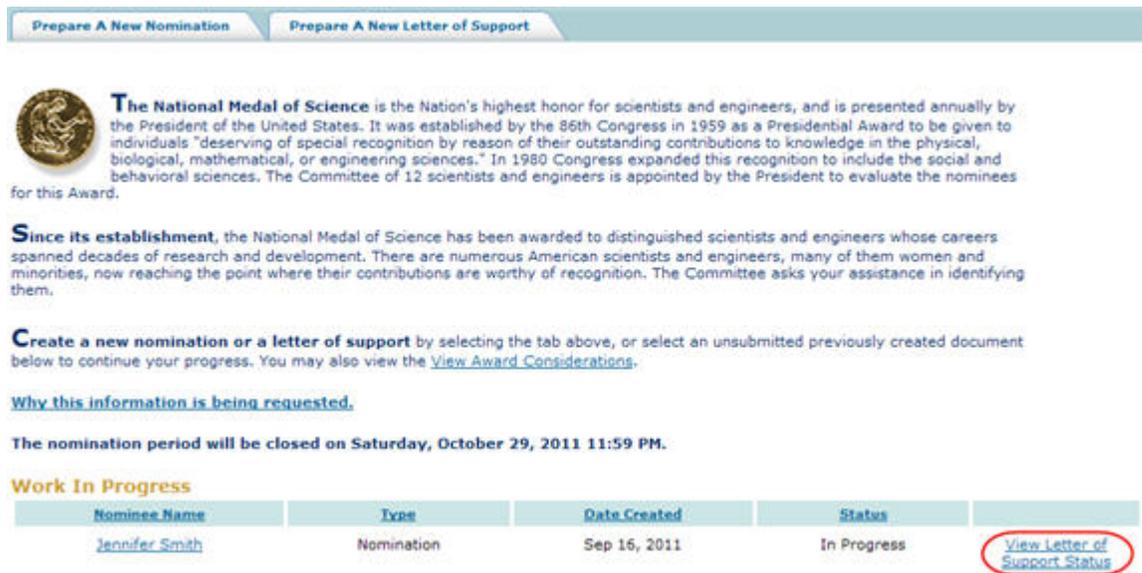


Figure 2 National Medal of Science screen. The View Letter of Support Status link is circled.

View the Status of a Letter of Support for the National Medal of Science

3. Click **View Letter of Support Status** (Figure 2). The **View Letter of Support Status List** screen displays (Figure 3) with the letters of support listed with their status as Received or Not yet Received.

Referrer Name	Status	Creation Date
Robert Jones	Not yet received	
William Bill	Not yet received	
Marsha Marsh	Not yet received	

**Figure 3 View Letter of Support Status List screen.**

## Reference for National Medal of Science

# Prepare a Letter of Support for a Nominee for the National Medal of Science

In preparing and submitting a Letter of Support for a nominee for the National Medal of Science, you can conduct the following activities:

- Complete the Letter of Support Form
- Submit a Letter of Support
- Save a Letter of Support
- Edit a saved Letter of Support
- View the entire Letter of Support
- View the Letter of Support in PDF
- Submit a saved Letter of Support

## **Prepare a Letter of Support for a Nominee for the National Medal of Science**

In preparing and submitting a Letter of Support for a nominee for the National Medal of Science, you can conduct the following activities:

- Complete the Letter of Support Form
- Submit a Letter of Support
- Save a Letter of Support
- Edit a saved Letter of Support
- View the entire Letter of Support
- View the Letter of Support in PDF
- Submit a saved Letter of Support

## Complete the Letter of Support for the National Medal of Science

To prepare a Letter of Support for the National Medal of Science, you must first register for Honorary Awards. See [Register for Honorary Awards](#).

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).

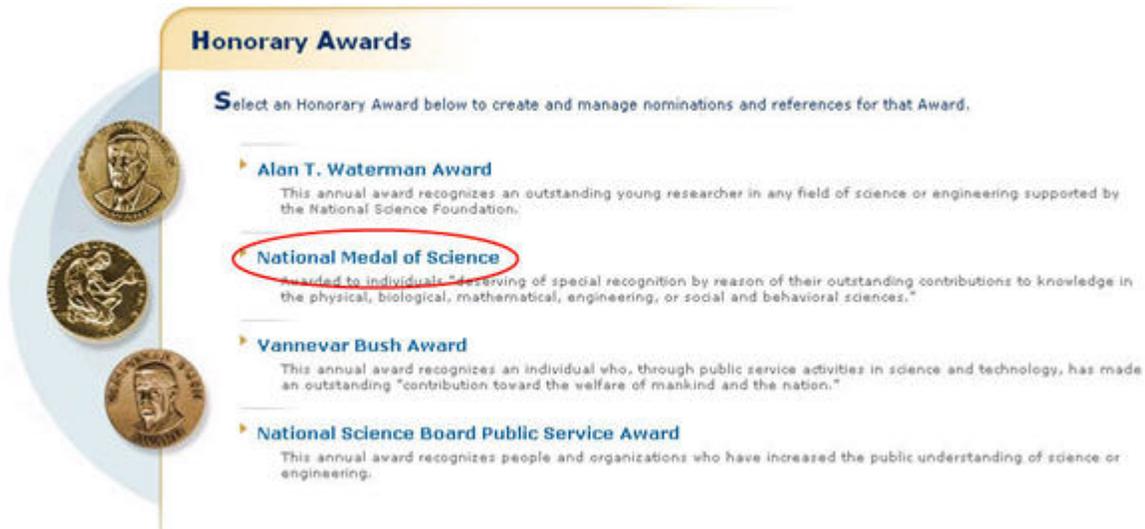
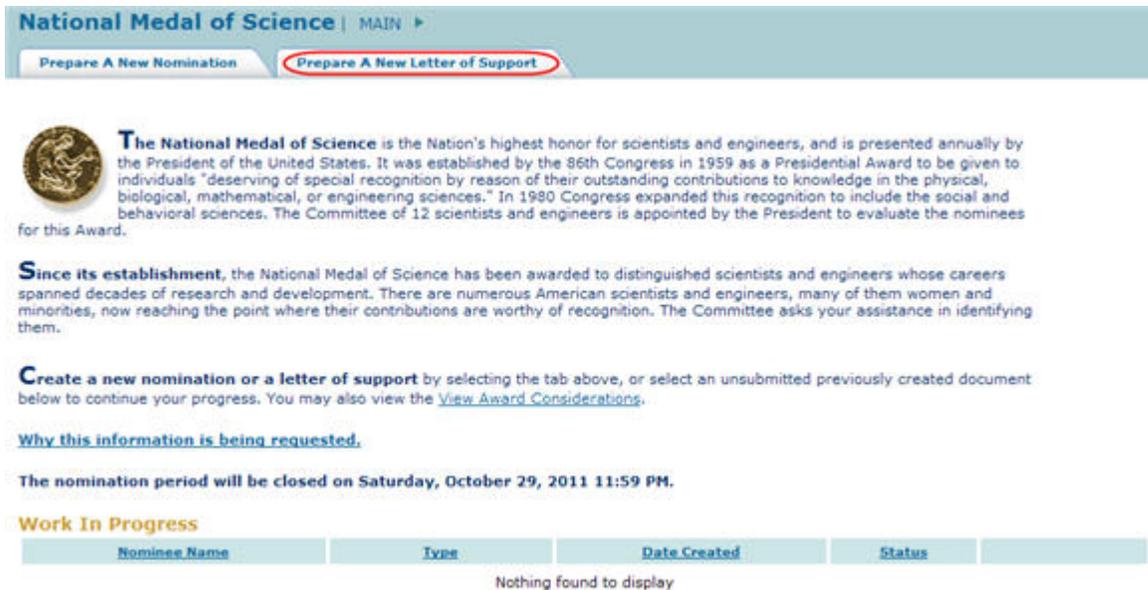


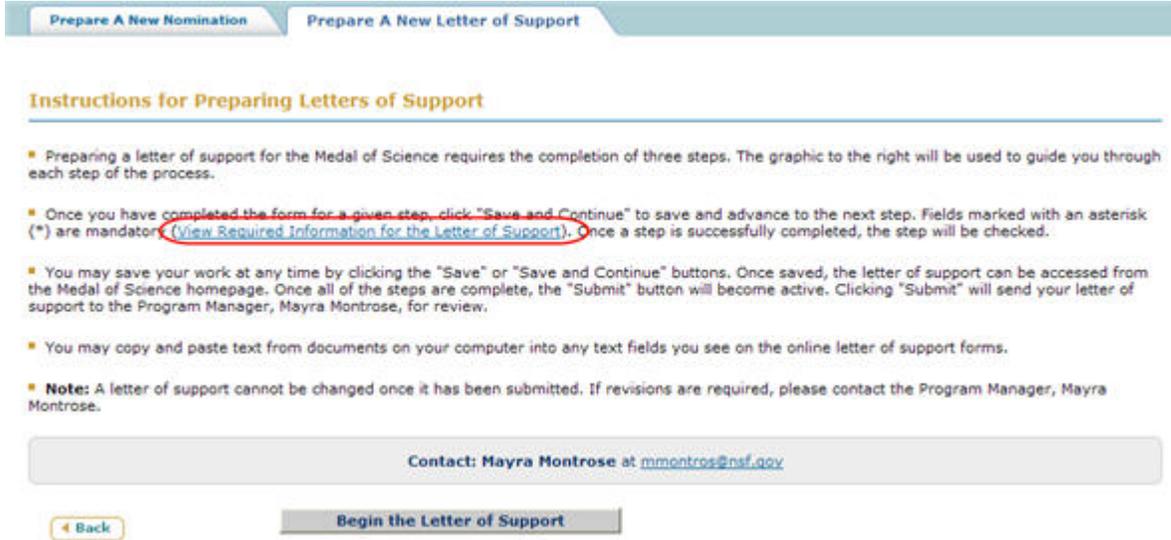
Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays.



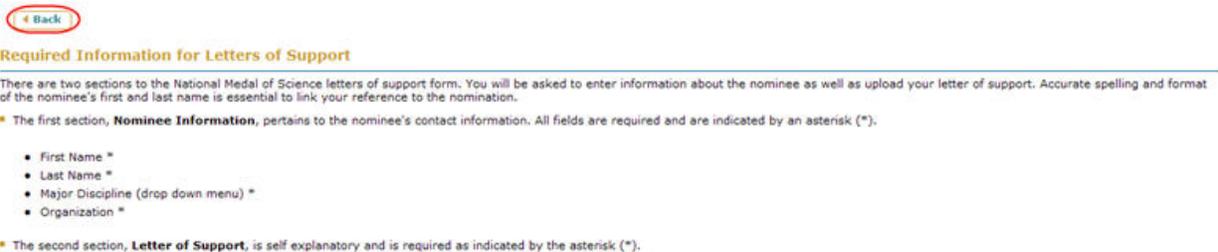
**Figure 2 National Medal of Science screen. The Prepare a New Letter of Support tab is circled.**

3. Click the **Prepare a New Letter of Support** tab (Figure 2). The **Instructions for Preparing a Letter of Support** screen displays (Figure 3).



**Figure 3 Instructions for Preparing a Letter of Support screen. The View Required Information for the Letter of Support link is circled.**

4. To see the form requirements, click **View Required Information for the Letter of Support** (Figure 3). The **Required Information for Letter of Support** screen displays (Figure 4) with a listing of all the components of the Letter of Support.



**Figure 4 Required Information for Letter of Support screen. The Back button is circled.**

5. Click the **Back** button (Figure 4). The **Instructions for Preparing a Letter of Support** screen displays (Figure 5).

### Instructions for Preparing Letters of Support

- Preparing a letter of support for the Medal of Science requires the completion of three steps. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step. Fields marked with an asterisk (\*) are mandatory ([View Required Information for the Letter of Support](#)). Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the letter of support can be accessed from the Medal of Science homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your letter of support to the Program Manager, Mayra Montrose, for review.
- You may copy and paste text from documents on your computer into any text fields you see on the online letter of support forms.
- **Note:** A letter of support cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose.

Contact: Mayra Montrose at [mmontros@nsf.gov](mailto:mmontros@nsf.gov)

[◀ Back](#)      [Begin the Letter of Support](#)

**Figure 5** Instructions for Preparing a Letter of Support screen. The **Begin the Letter of Support** link is circled.

6. Click the **Begin the Letter of Support** button (Figure 5). The **Letter of Support Form** screen displays (Figure 6) with the **Nominee Information** section open.

Prepare A New Nomination    Prepare A New Letter of Support

[Instructions for Preparing Letters of Support](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1** NOMINEE INFORMATION

\* Required Field:

\* First Name:     \* Last Name:

\* Major Discipline:

\* Organization:

**2** LETTER OF SUPPORT

**3** SUBMIT LETTER OF SUPPORT

**Figure 6** Letter of Support Form screen with the **Nominee Information** section open. The **Save and Continue** button is circled.

7. Enter the required information in the appropriate boxes (Figure 6).
8. Click the **Save and Continue** button (Figure 6). The **Letter of Support Form** screen displays (Figure 7) with the **Letter of Support** section open.

## Complete the Letter of Support for the National Medal of Science

**2 LETTER OF SUPPORT**  
\* Required Field

**Letter of Support**

Please upload the letter of support. Please limit your letter to two pages.  
Letters should address the following:

- the impact of an individual's body of work on the current state of his or her field of science or engineering;
- 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;
- 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;
- the recognition of the nominee by peers within his or her community, and whether she/he is recognized for substantial impact in fields in addition to his/her discipline;
- if the nominee has made contributions to innovation and industry; and
- whether the nominee has demonstrated sustained influence on education through publications, teaching activities, outreach, mentoring, etc.
- whether the nominee's contributions have created significant positive impact for the Nation

Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

**Letter of Support Uploaded: No**

Letter of Support:

**Figure 7 Letter of Support screen with the Letter of Support section open. The Save and Continue button is circled.**

9. Browse to and Upload a Letter of Support (Figure 7).

You have now completed the Letter of Support form. You have these options:

- Save the Letter of Support to edit it or submit it later
- Submit the Letter of Support

## Submit a Letter of Support for the National Medal of Science

1. Access the **Letter of Support Form** screen (Figure 1) with the **Submit Letter of Support** section open (see [Complete the Letter of Support Form](#)).

Prepare A New Nomination | Prepare A New Letter of Support

[Instructions for Preparing Letters of Support](#) | [View Saved Letter](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1 NOMINEE INFORMATION

2 LETTER OF SUPPORT

3 SUBMIT LETTER OF SUPPORT

You have completed all of the steps necessary to submit this letter of support. If you are ready to submit, you may click "Submit". If you would like to continue editing the letter of support, you may navigate to any of the steps by clicking on the banner links.

Submit

Figure 1 Letter of Support screen. The Submit button is circled.

2. On the **Letter of Support Form** screen (Figure 1), click the **Submit** button. The **Confirm Award Letter of Support Submission** screen displays (Figure 2).

CONFIRM | Award Letter of Support Submission

\* You have requested to submit the following letter of support to the Medal of Science Committee for review. If you are satisfied with the letter of support, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

Disclosure Statement: The information requested on this letter of support is solicited under the NSF Act of 1950, as amended, and will be used and disclosed only to reviewers in connection with the selection of qualified applicants.

Note: A letter of support cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose at mmontros@nsf.gov.

Confirm Cancel

VIEW | Entire Letter of Support for Jennifer Smith

1 NOMINEE INFORMATION	LETTER OF SUPPORT INFORMATION
Name: Jennifer Smith	Name: Jane Doe
Organization: Neuro Science	Address: 123 Main Street
Major Discipline: Biological Sciences	Arlington, VA 22206
	Email: jd@test.org
	Phone: 7035551212
	Fax:
	Organization: NSF

Figure 2 Confirm Award Letter of Support Submission screen. The Confirm button is circled.

3. Click the **Confirm** button (Figure 2). The **Confirmation** screen displays (Figure 3).

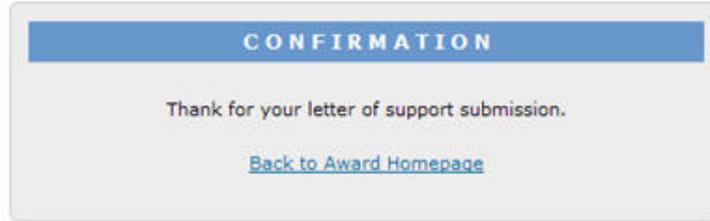


Figure 3 Confirmation screen.

4. Click the **Back to Award Homepage** (Figure 3). The **National Medal of Science** screen displays (Figure 4) with the Letter of Support listed with the status of **Submitted**.

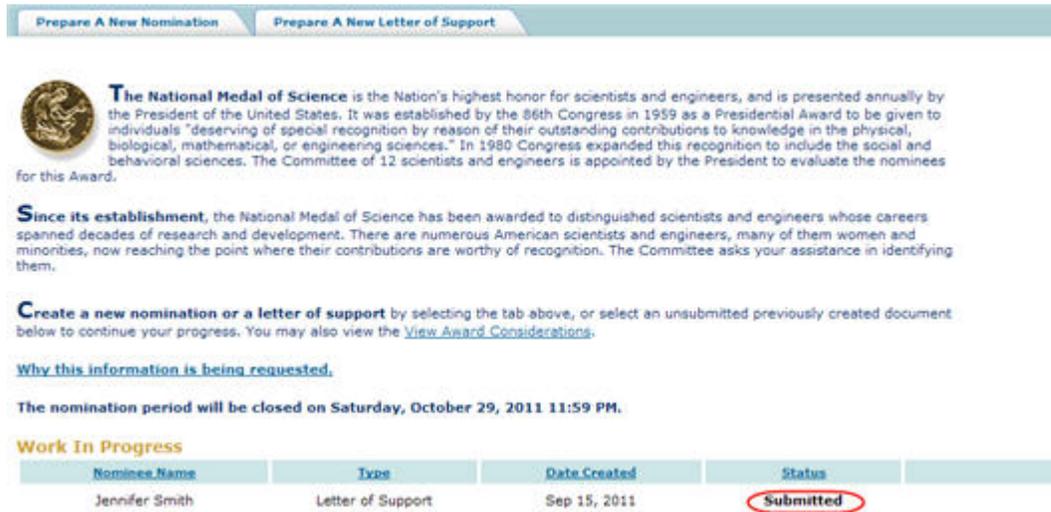


Figure 4 National Medal of Science screen with the Letter of Support listed with the status of Submitted.

## Edit a Saved Letter of Support for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2) with the letter of support listed in the **Work in Progress** section.

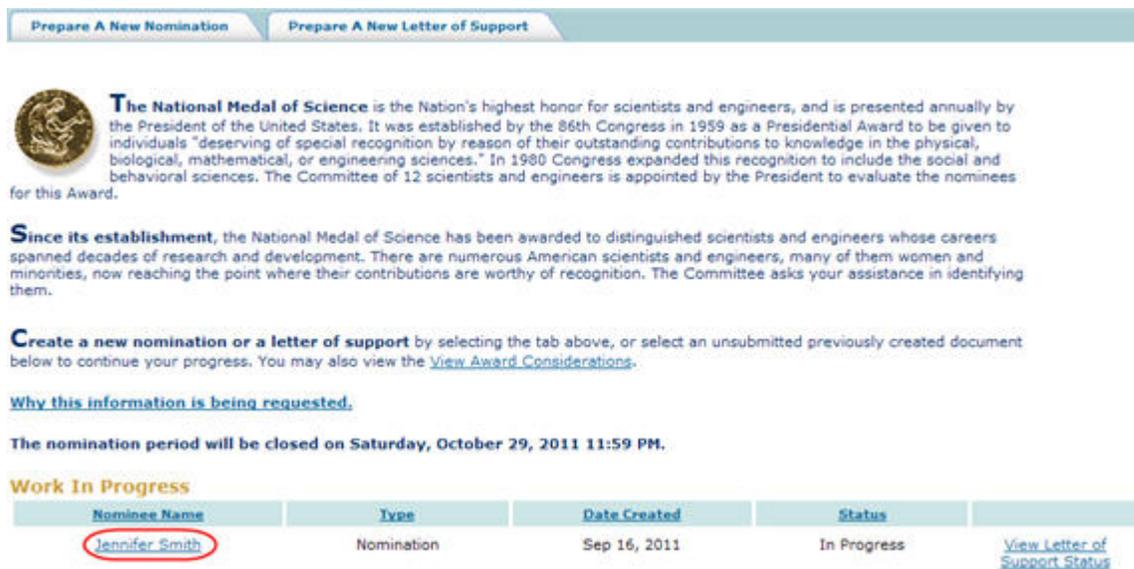


Figure 2 National Medal of Science screen. The Nominee Name for the Letter of Support is circled.

## Edit a Saved Letter of Support for the National Medal of Science

- Click the name of the Nominee associated with the Letter of Support (Figure 2). The **Letter of Support** screen displays (Figure 3). On this screen, you can edit any section by clicking on the section title and then clicking the **Save and Continue** button or **Save** button (see [Complete the Letter of Support Form](#), for instructions on completing the form).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1** NOMINEE INFORMATION

\* Required Field

\* First Name:  \* Last Name:

\* Major Discipline:  ▼

\* Organization:

**2** LETTER OF SUPPORT

**3** SUBMIT LETTER OF SUPPORT

Figure 3 Nominee Form screen.

## Save a Letter of Support for the National Medal of Science

After you have completed at least the first section of a Letter of Support, you can save it for future work.

1. Access the **Letter of Support Form** screen (Figure 1) and complete at least the first section of the letter of support (see Complete the Letter of Support Form).

**2 LETTER OF SUPPORT**

*\* Required Field*

**Letter of Support**

Please upload the letter of support. Please limit your letter to two pages.

Letters should address the following:

- 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 she/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; and
- f. whether the nominee has demonstrated sustained influence on education through publications, teaching activities, outreach, mentoring, etc.
- g. whether the nominee's contributions have created significant positive impact for the Nation.

Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

**Letter of Support Uploaded: No**

Letter of Support:

**3 SUBMIT LETTER OF SUPPORT**

**Figure 1 Letter of Support Form screen. The Save button is circled.**

2. On the **Letter of Support Form** screen (Figure 1), click the **Save** button. The letter of support is now listed on the **National Medal of Science** screen (Figure 2) with the status of **In Progress**.

[Prepare A New Nomination](#) [Prepare A New Letter of Support](#)



**The National Medal of Science** is the Nation's highest honor for scientists and engineers, and is presented annually by the President of the United States. It was established by the 86th Congress in 1959 as a Presidential Award to be given to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, or engineering sciences." In 1980 Congress expanded this recognition to include the social and behavioral sciences. The Committee of 12 scientists and engineers is appointed by the President to evaluate the nominees for this Award.

**Since its establishment**, the National Medal of Science has been awarded to distinguished scientists and engineers whose careers spanned decades of research and development. There are numerous American scientists and engineers, many of them women and minorities, now reaching the point where their contributions are worthy of recognition. The Committee asks your assistance in identifying them.

**Create a new nomination or a letter of support** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Considerations](#).

[Why this information is being requested.](#)

The nomination period will be closed on **Saturday, October 29, 2011 11:59 PM.**

**Work In Progress**

Nominee Name	Type	Date Created	Status
<a href="#">Jennifer Smith</a>	Letter of Support	Sep 15, 2011	In Progress

Figure 2 National Medal of Science screen. The letter of support is now listed with the status of In Progress.

## Submit a Saved Letter of Support for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2) with the Letter of Support listed in the **Work in Progress** section.

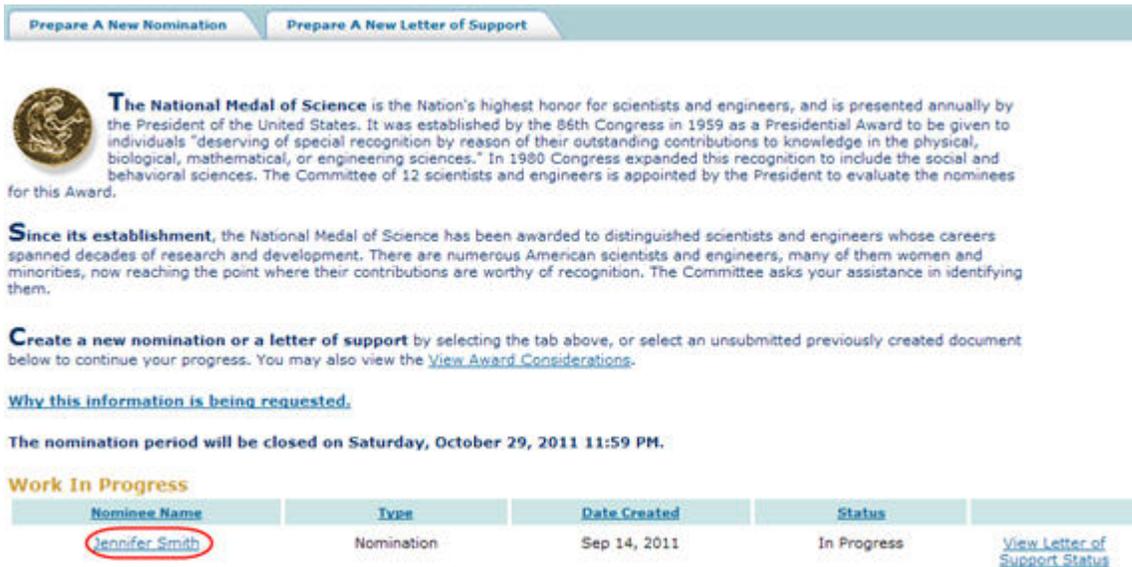
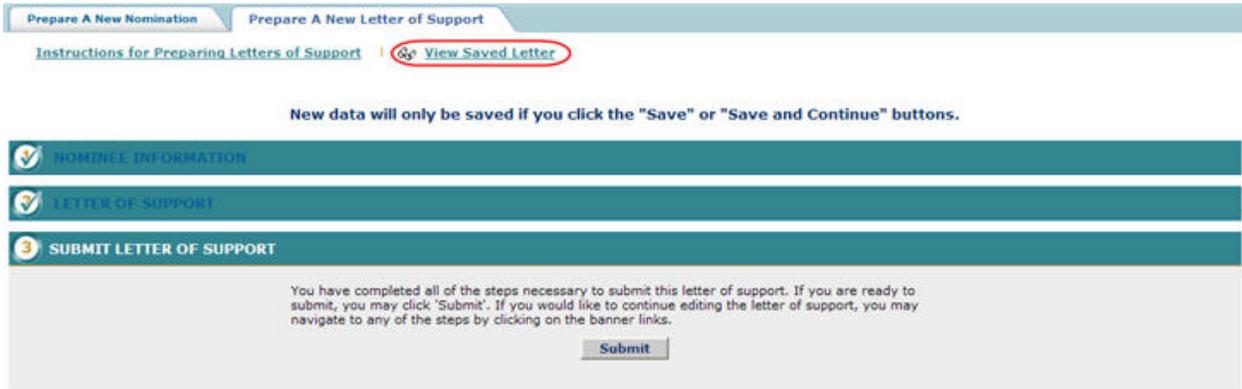


Figure 2 National Medal of Science button. The Letter of Support title link is circled.

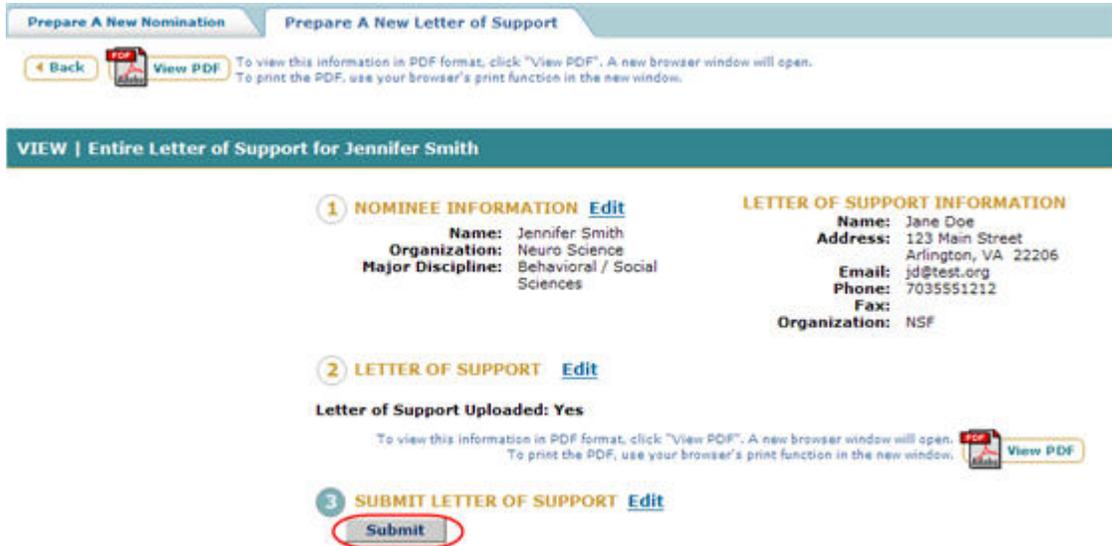
Submit a Saved Letter of Support for the National Medal of Science

3. Click the title of the Letter of Support (Figure 2). The **Letter of Support Form** screen displays (Figure 3).



**Figure 3 Letter of Support Form screen. The View Saved Letter of Support link is circled.**

4. Click **View Saved Letter of Support** (Figure 3). The **View Entire Letter of Support** screen displays (Figure 4).



**Figure 4 View Entire Letter of Support Screen. The Submit button is circled.**

5. Click the **Submit** button (Figure 4). The **Confirm Award Letter of Support Submission** screen displays (Figure 5).

### CONFIRM | Award Letter of Support Submission

\* You have requested to submit the following letter of support to the Medal of Science Committee for review. If you are satisfied with the letter of support, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

Disclosure Statement: The information requested on this letter of support is solicited under the NSF Act of 1950, as amended, and will be used and disclosed only to reviewers in connection with the selection of qualified applicants.

Note: A letter of support cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose at [mmontros@nsf.gov](mailto:mmontros@nsf.gov).

VIEW | Entire Letter of Support for Jennifer Smith

<p><b>1 NOMINEE INFORMATION</b></p> <p><b>Name:</b> Jennifer Smith <b>Organization:</b> Neuro Science <b>Major Discipline:</b> Biological Sciences</p>	<p><b>LETTER OF SUPPORT INFORMATION</b></p> <p><b>Name:</b> Jane Doe <b>Address:</b> 123 Main Street Arlington, VA 22206 <b>Email:</b> <a href="mailto:jd@test.org">jd@test.org</a> <b>Phone:</b> 7035551212 <b>Fax:</b> <b>Organization:</b> NSF</p>
<p><b>2 LETTER OF SUPPORT</b></p> <p>Letter of Support Uploaded: Yes</p> <p><small>To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.</small></p> <p style="text-align: right;"> <a href="#">View PDF</a></p>	

Figure 5 Confirm Award Letter of Support Submission screen. The Confirm button is circled.

6. Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6).

**CONFIRMATION**

Thank for your letter of support submission.

[Back to Award Homepage](#)

Figure 6 Confirmation screen.

7. Click **Back to Award Homepage** (Figure 6). The **National Medal of Science** screen displays (Figure 7) with the Letter of Support listed with the status of Submitted.

## Submit a Saved Letter of Support for the National Medal of Science

Prepare A New Nomination    Prepare A New Letter of Support



**The National Medal of Science** is the Nation's highest honor for scientists and engineers, and is presented annually by the President of the United States. It was established by the 86th Congress in 1959 as a Presidential Award to be given to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, or engineering sciences." In 1980 Congress expanded this recognition to include the social and behavioral sciences. The Committee of 12 scientists and engineers is appointed by the President to evaluate the nominees for this Award.

**Since its establishment**, the National Medal of Science has been awarded to distinguished scientists and engineers whose careers spanned decades of research and development. There are numerous American scientists and engineers, many of them women and minorities, now reaching the point where their contributions are worthy of recognition. The Committee asks your assistance in identifying them.

**Create a new nomination or a letter of support** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Considerations](#).

Why this information is being requested.

The nomination period will be closed on Saturday, October 29, 2011 11:59 PM.

**Work In Progress**

Nominee Name	Type	Date Created	Status
Jennifer Smith	Letter of Support	Sep 15, 2011	Submitted

Figure 7 National Medal of Science screen with the Letter of Support listed with the status of Submitted.

## View the Entire Letter of Support for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).

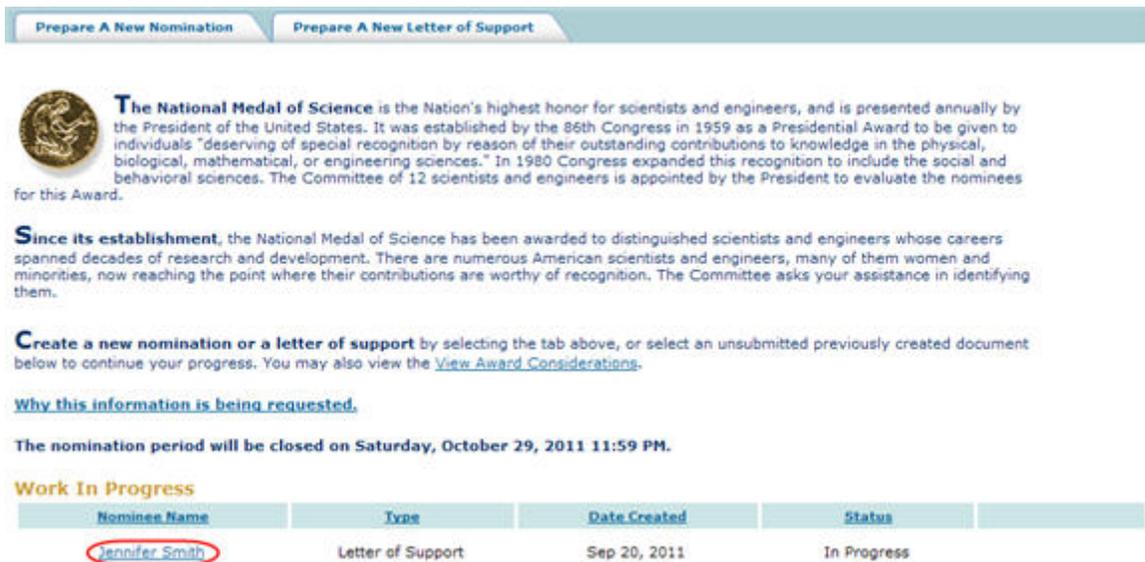


Figure 2 National Medal of Science screen. The Letter of Support title link is circled.

3. Click the title of the Letter of Support (Figure 2). The **Letter of Support Form** screen displays (Figure 3).

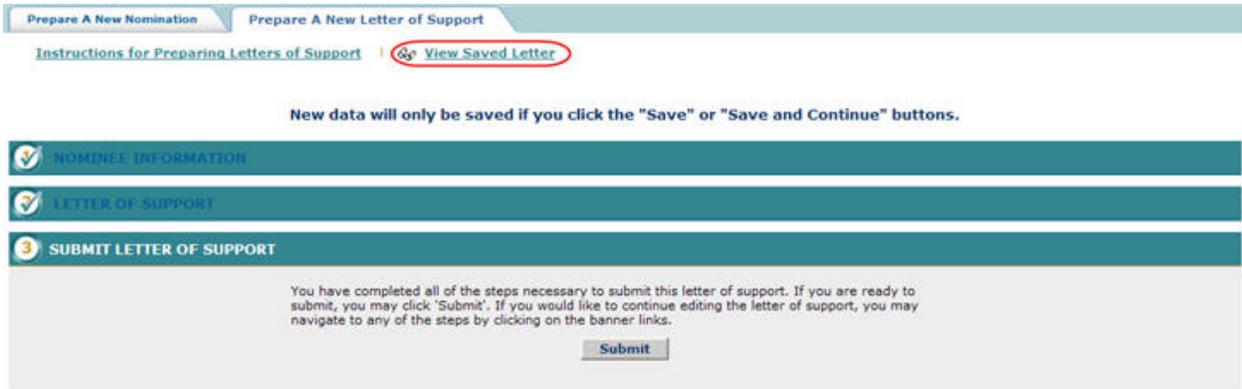


Figure 3 Letter of Support Form screen. The View Saved Letter of Support link is circled.

4. Click **View Saved Letter of Support** (Figure 3). The **View Entire Letter of Support** screen displays with the text you have entered (Figure 4).

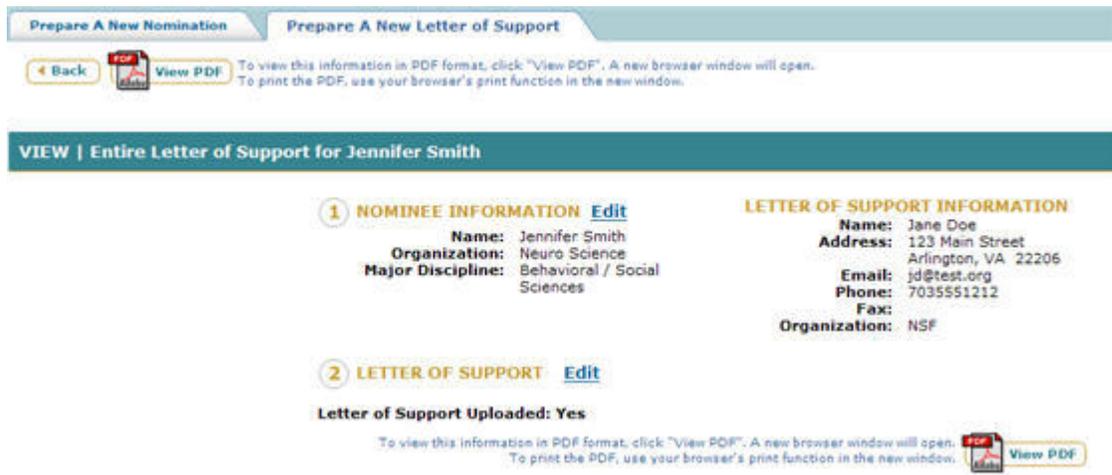


Figure 4 View Entire Letter of Support screen.

## View the Letter of Support in PDF for the National Medal of Science

1. Access the **View Entire Letter of Support** screen (Figure 1) (see [View Entire Letter of Support](#)).

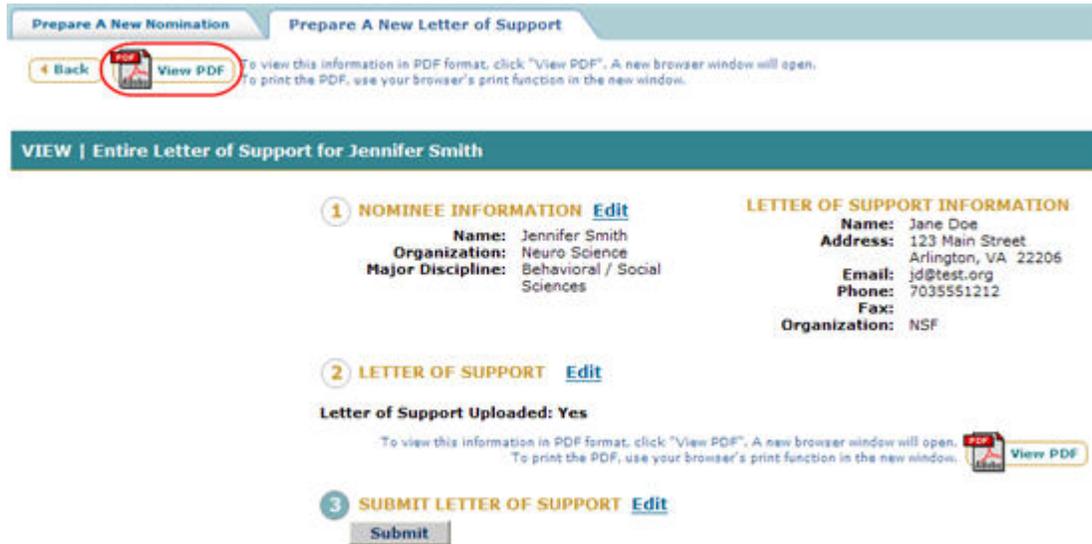


Figure 1 Letter of Support screen. The View PDF link is circled.

2. On the **View Entire Letter of Support** screen (Figure 1), click **View PDF**. The Letter of Support displays in PDF format in a new window (Figure 2).

View the Letter of Support in PDF for the National Medal of Science

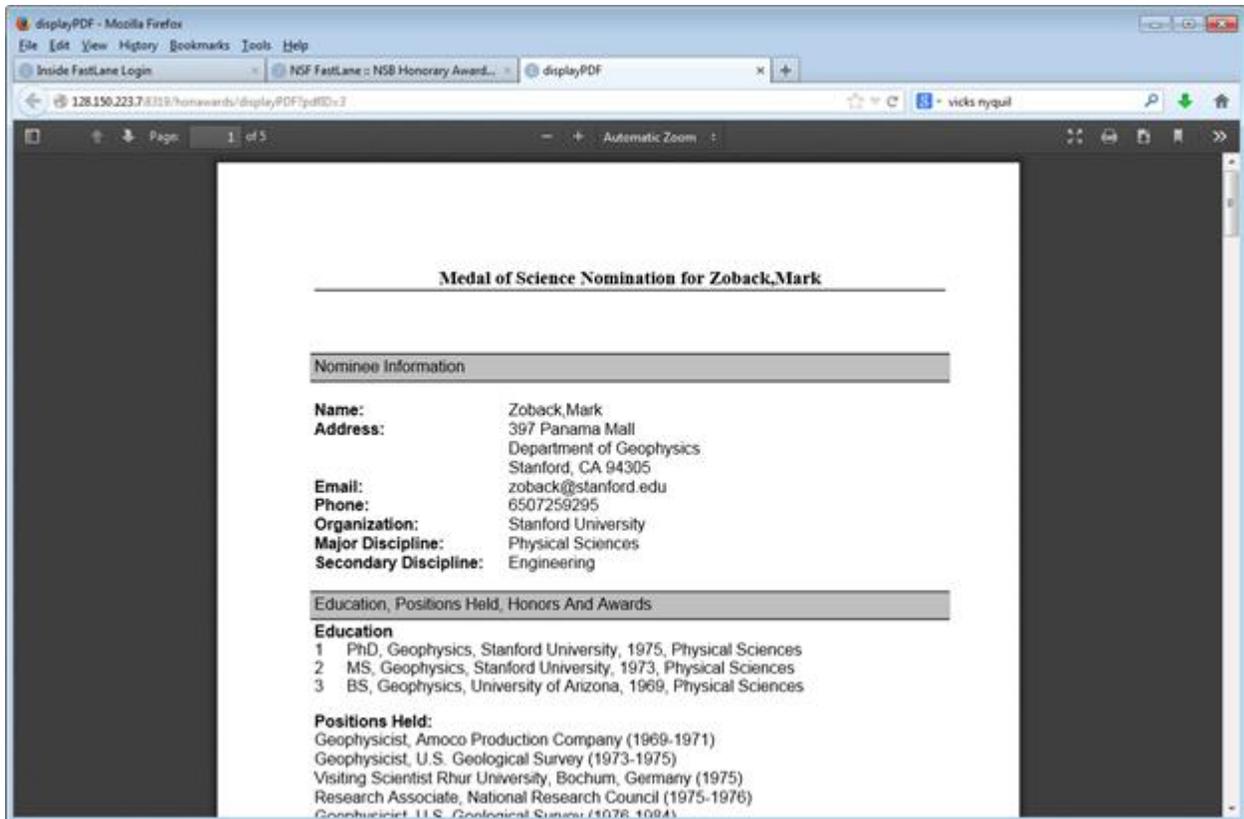


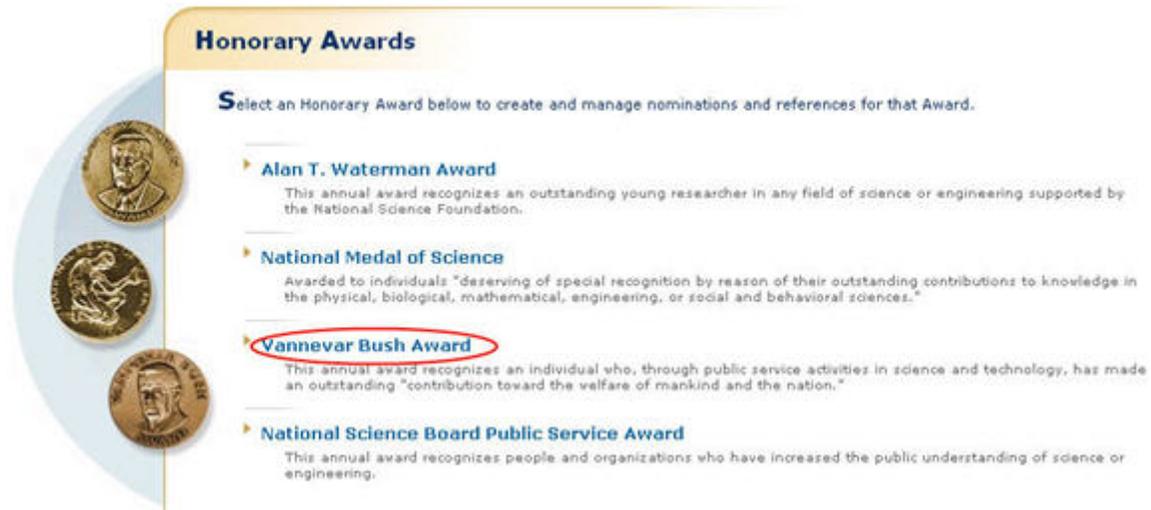
Figure 2 Letter of Support in PDF format.

## Vannevar Bush Award

### Vannevar Bush Award Introduction

The Vannevar Bush Award is given annually in recognition of an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."

Access the **Honorary Awards** screen (Figure 1) (see Register for Honorary Awards or Log In to Honorary Awards).



**Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.**

On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The user is redirected to the National Science Board, Awards page

## Vannevar Bush Award Introduction

The Vannevar Bush Award is given annually in recognition of an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."

Access the **Honorary Awards** screen (Figure 1) (see Register for Honorary Awards or [Log In to Honorary Awards](#)).

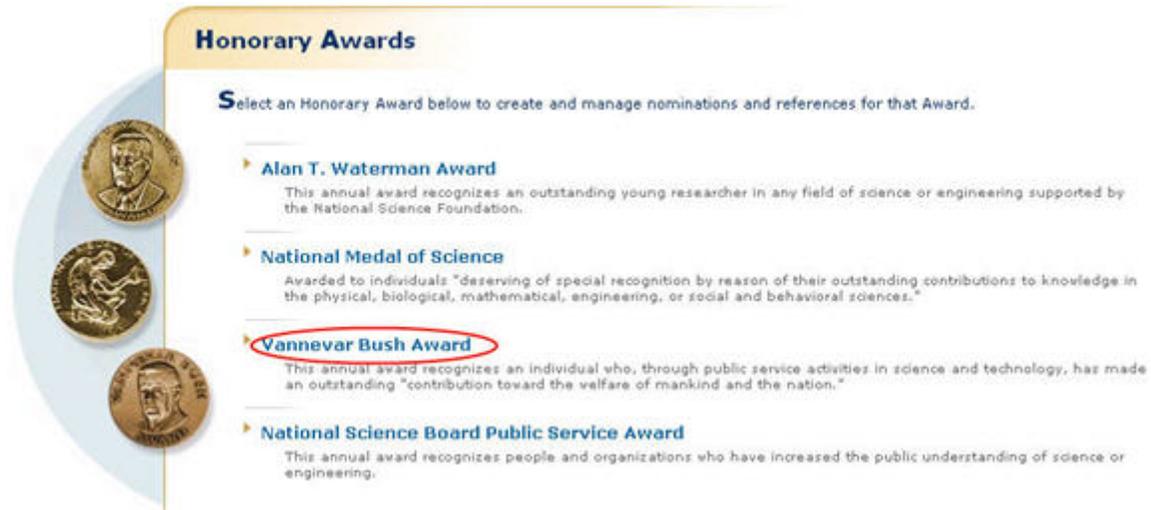


Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The user is redirected to the National Science Board, Awards page

## View Award Criteria for Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).

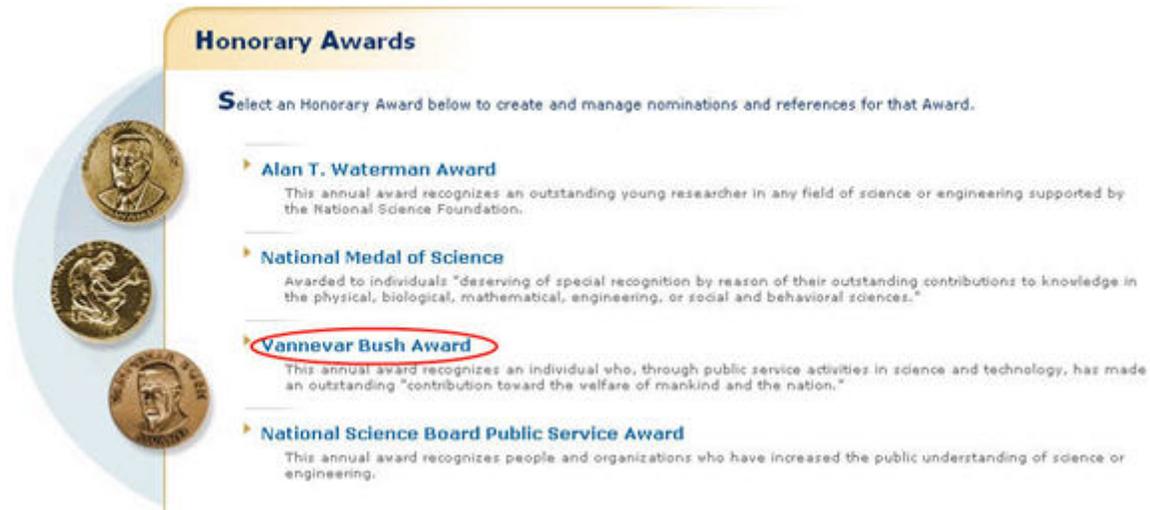


Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2).

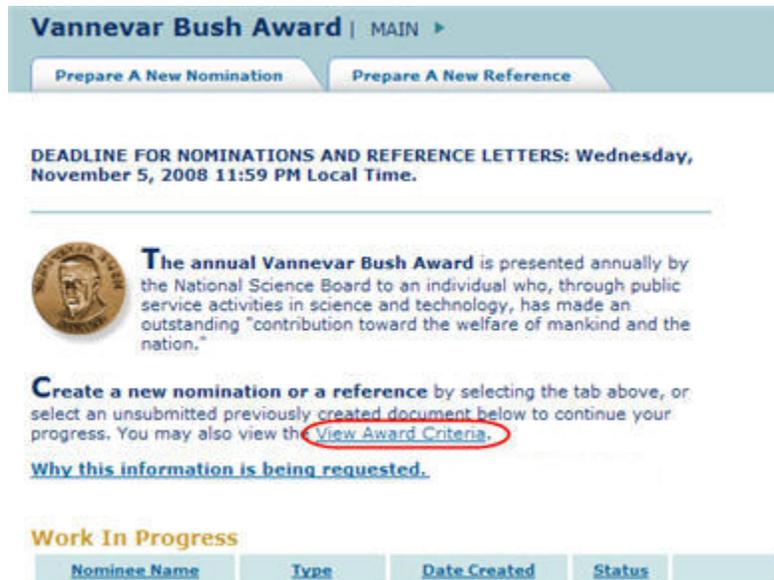


Figure 2 Vannevar Bush Award screen. The View Award Criteria link is circled.

3. Click **View Award Criteria** (Figure 2). The **Award Selection Criteria** screen displays (Figure 3) with the formal criteria for the award.

**DEADLINE FOR NOMINATIONS AND REFERENCE LETTERS: Saturday, October 30, 2010 11:59 PM Local Time.**

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### Award Selection Criteria

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■ Candidates for the Vannevar Bush Award should have demonstrated outstanding leadership and accomplishment in meeting at least two of the following selection criteria:

- a. Distinguished him/herself through public service activities in science and technology.
- b. Pioneered the exploration, charting, and settlement of new frontiers in science, technology, education, and public service.
- c. Demonstrated leadership and creativity that have inspired others to distinguished careers in science and technology.
- d. Contributed to the welfare of the Nation and mankind through activities in science and technology.
- e. Demonstrated leadership and creativity that has helped mold the history of advancements in the Nation's science, technology, and education.

#### Eligibility

**Candidates must be U.S. citizens.**

[← Back](#)

[Begin Nomination](#)

**Figure 3 Award Selection Criteria screen.**

## Find Background Information on Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).

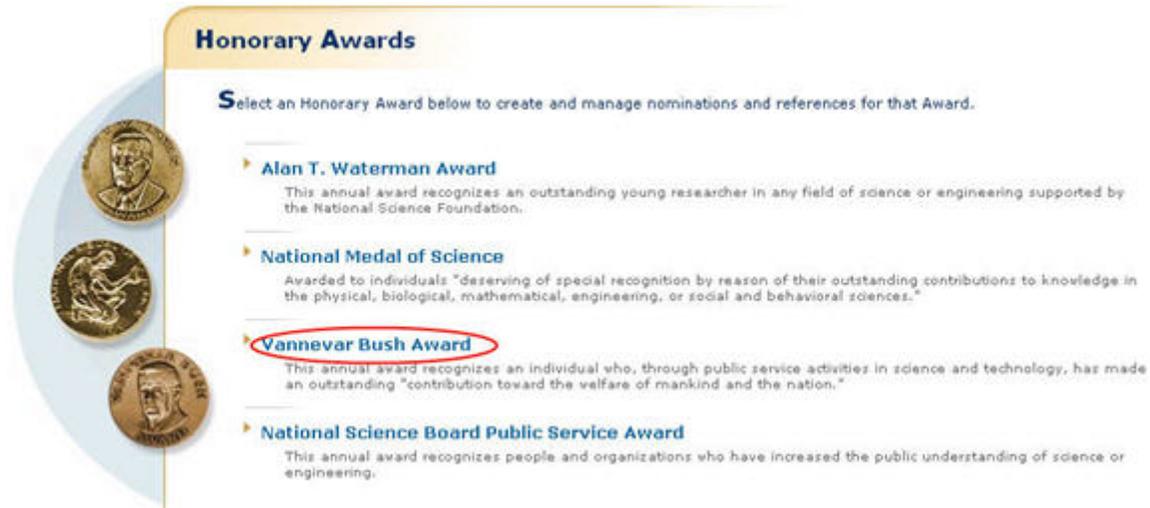


Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2).

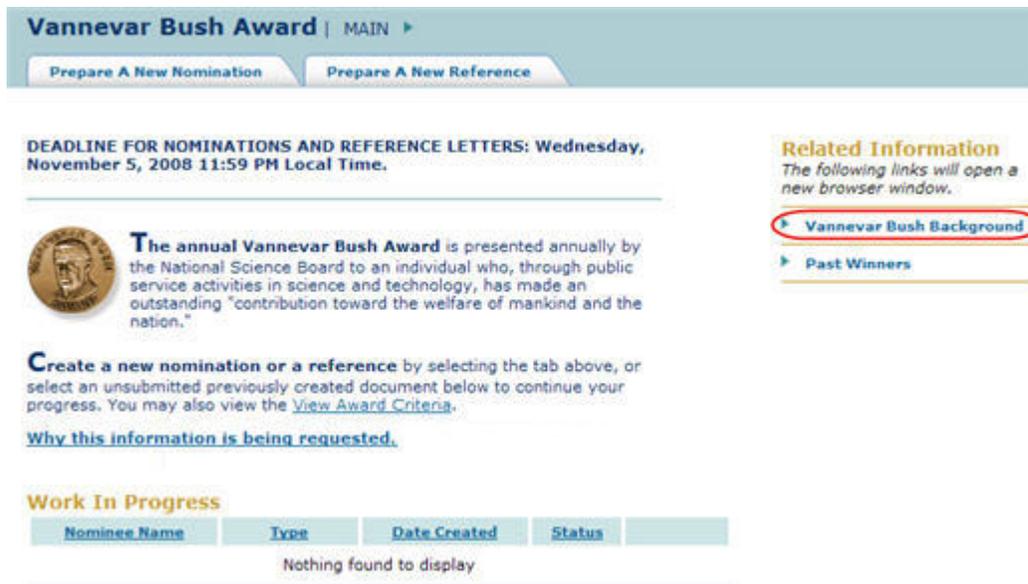


Figure 2 Vannevar Bush Award screen. The Vannevar Bush Background link is circled.

3. Click **Vannevar Bush Background** (Figure 2). The **Vannevar Bush Award** screen displays (Figure 3) in a new window with the background information on the award.

**Figure 3 Vannevar Bush Award screen.**

## Past Winners of the Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).

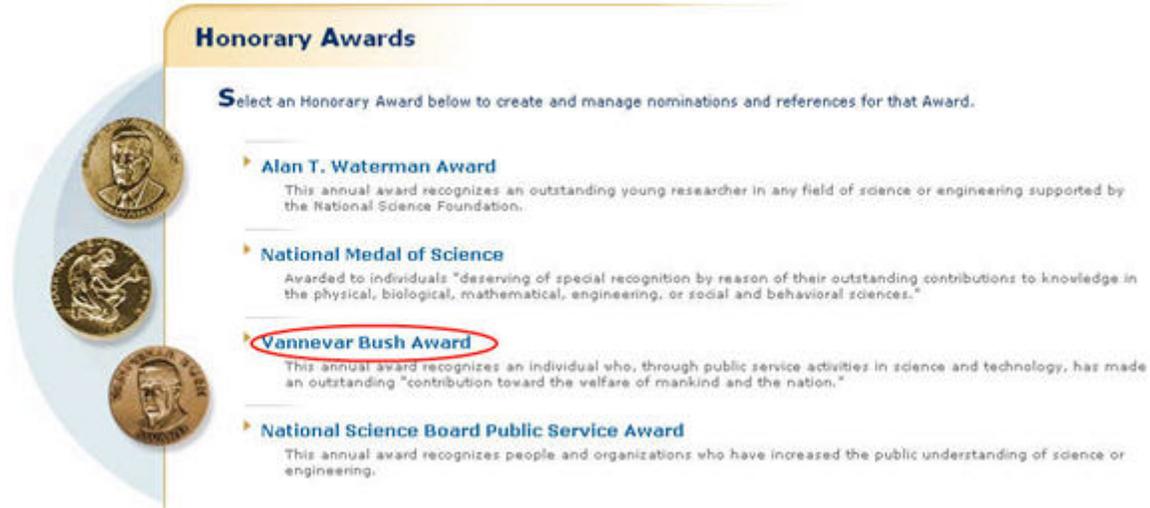


Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2).

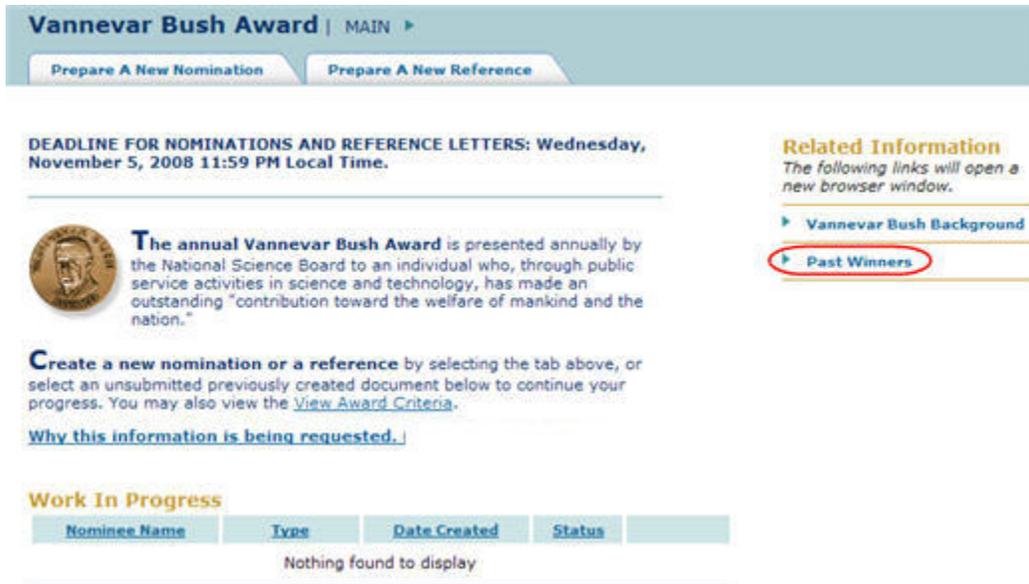


Figure 2 Vannevar Bush Award screen. The Past Winners link is circled.

3. Click **Past Winners** (Figure 2). The **Vannevar Bush Award Recipients** screen displays (Figure 3) in a new window.

**Figure 3 Vannevar Bush Award Recipients screen.**

## Nomination for Vannevar Bush Award

### Prepare a Nomination for the Vannevar Bush Award

In preparing and submitting a nomination for the Vannevar Bush Award, you can conduct the following activities:

- [Complete the Nomination Form](#)
- [Submit a nomination](#)
- [Save a nomination](#)
- [Edit a saved nomination](#)
- [View the entire nomination](#)
- [View the nomination in PDF format](#)
- [Submit a saved nomination](#)
- [View the status of a reference](#)

## Prepare a Nomination for the Vannevar Bush Award

In preparing and submitting a nomination for the Vannevar Bush Award, you can conduct the following activities:

- [Complete the Nomination Form](#)
- [Submit a nomination](#)
- [Save a nomination](#)
- [Edit a saved nomination](#)
- [View the entire nomination](#)
- [View the nomination in PDF format](#)
- [Submit a saved nomination](#)
- [View the status of a reference](#)

## Complete the Nomination Form for the Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).

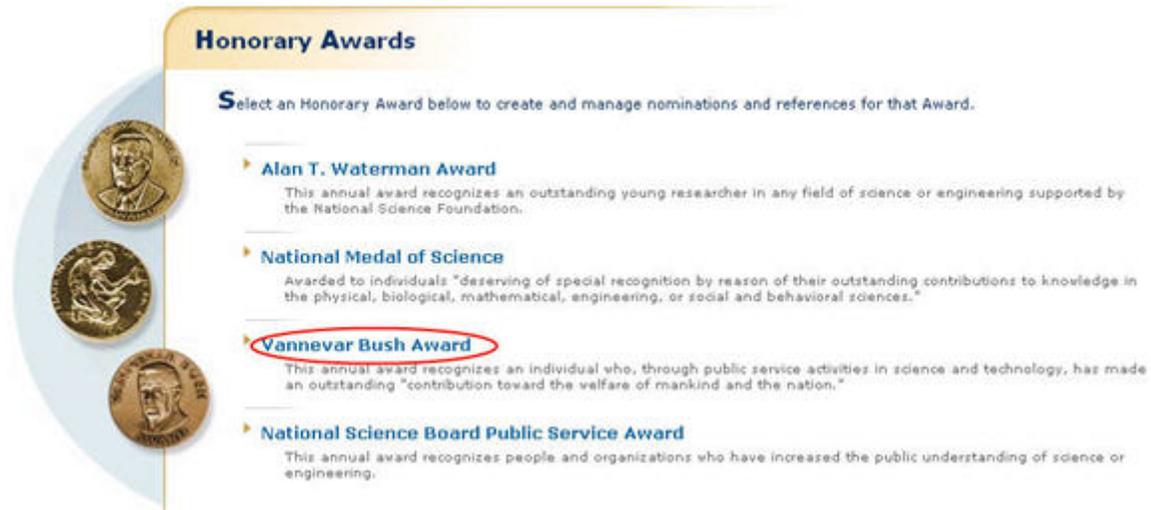


Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2).



Figure 2 Vannevar Bush Award screen. The Prepare a New Nomination tab is circled.

3. Click the **Prepare a Nomination** tab (Figure 2). The **Instructions for Preparing a Nomination** screen displays (Figure 3) with general instructions for completing the nomination.

#### Instructions for Preparing a Nomination

To proceed to the nomination entry form, you must first familiarize yourself with the award criteria by clicking the 'view award criteria' button at the bottom of the page. You may also find it useful to review nomination information requirements ([View Nomination Form Description](#)) before proceeding.

- There are five steps in the nomination creation process for the Vannevar Bush Award. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step of the nomination. Fields marked with an asterisk (\*) are mandatory. Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the nomination can be accessed from the Vannevar Bush Award homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your nomination to the Vannevar Bush Award Committee Manager for review.
- You may copy and paste unformatted text from documents on your computer into any text fields you see on the online nomination forms. Please note that copying text from word processing applications such as Microsoft Word may insert characters that are not recognized by standard HTML character sets. To convert a document into ASCII text, you may specify the "text only" option when saving your document.
- As a nominator, you are responsible for ensuring that your references submit their information in a timely fashion. Please inform your references of the exact spelling of your nominee's name and the designated discipline. This will allow the system to automatically link the references to the nomination.
- Nominations deemed acceptable by the award officers may be carried over for a period of three years, including the year of nomination. After that time, it is possible to renominate the candidate for later consideration, if he or she is still eligible.
- **Note:** A nomination cannot be changed once it has been submitted. If revisions are required, please contact Ann Ferrante.

**Contact:** Please contact Ann Ferrante, [aferrant@nsf.gov](mailto:aferrant@nsf.gov), 703-292-4520, the NSB Honorary Awards Manager for the Vannevar Bush Award and NSB Public Service Award.

[← Back](#)

[View Award Criteria](#)

**Figure 3 Instructions for Preparing a Nomination screen. The View Nomination Form Description link is circled.**

4. To see the form requirements, click **View Nomination Form Description** (Figure 3). **The Nomination Form Description** screen displays (Figure 4) with a listing of all the components of the Nomination Form.



### Nomination Form Description

The following bullet points describe the Vannevar Bush Award nomination form. As a nominator, you may expect to spend approximately 15 hours researching and preparing an effective Vannevar Bush Award nomination.

- There are five sections to the nomination form. You will be asked to enter information about the nominee, the nominee's curriculum vita, a narrative regarding the nominee's work and references.
- The first section pertains to the nominee's contact information. You are required to enter the following information (required fields are indicated by \*):
  - First Name \*
  - Last Name \*
  - Address \*
  - Email
  - Phone Number \*
  - Organization with which the nominee is associated \*
- The second section covers the nominee's curriculum vita. You must enter:
  - The nominee's curriculum vita \*
- The third section covers the nominee's narrative. You must enter:
  - The nominee's proposed citation \*
  - The narrative regarding the nominee's work\*
- The fourth section covers the nominee's references. Two reference writers not from the nominee's home institution need to be identified for each Vannevar Bush nomination. The system will automatically send an email to these reference writers to notify them that their assistance is requested when the information is saved the first time. You will need to enter the following:
  - First Name \*
  - Last Name \*
  - Address \*
  - Email \*
  - Phone Number \*
  - Fax Number
  - Organization \*
- The fifth section contains the Submit button. This section will not be available until you have correctly entered and saved required data in the other four sections.

**Figure 4** Nomination Form Description screen. The Back button is circled.

5. Click the **Back** button (Figure 4). The **Instructions for Preparing a Nomination** screen displays (Figure 5).

### Instructions for Preparing a Nomination

To proceed to the nomination entry form, you must first familiarize yourself with the award criteria by clicking the 'view award criteria' button at the bottom of the page. You may also find it useful to review nomination information requirements ([View Nomination Form Description](#)) before proceeding.

- There are five steps in the nomination creation process for the Vannevar Bush Award. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step of the nomination. Fields marked with an asterisk (\*) are mandatory. Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the nomination can be accessed from the Vannevar Bush Award homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your nomination to the Vannevar Bush Award Committee Manager for review.
- You may copy and paste unformatted text from documents on your computer into any text fields you see on the online nomination forms. Please note that copying text from word processing applications such as Microsoft Word may insert characters that are not recognized by standard HTML character sets. To convert a document into ASCII text, you may specify the "text only" option when saving your document.
- As a nominator, you are responsible for ensuring that your references submit their information in a timely fashion. Please inform your references of the exact spelling of your nominee's name and the designated discipline. This will allow the system to automatically link the references to the nomination.
- Nominations deemed acceptable by the award officers may be carried over for a period of three years, including the year of nomination. After that time, it is possible to renominate the candidate for later consideration, if he or she is still eligible.
- Note:** A nomination cannot be changed once it has been submitted. If revisions are required, please contact Ann Ferrante.

**Contact:** Please contact Ann Ferrante, [aferrant@nsf.gov](mailto:aferrant@nsf.gov), 703-292-4520, the NSB Honorary Awards Manager for the Vannevar Bush Award and NSB Public Service Award.

[← Back](#)

[View Award Criteria](#)

**Figure 5** Instructions for Preparing a Nomination screen. The View Award Criteria button is circled.

- Click the **View Award Criteria** button (Figure 5). The **Award Selection Criteria** displays (Figure 6).

**DEADLINE FOR NOMINATIONS AND REFERENCE LETTERS: Saturday, October 30, 2010 11:59 PM Local Time.**

### Award Selection Criteria

- Candidates for the Vannevar Bush Award should have demonstrated outstanding leadership and accomplishment in meeting at least two of the following selection criteria:
  - Distinguished him/herself through public service activities in science and technology.
  - Pioneered the exploration, charting, and settlement of new frontiers in science, technology, education, and public service.
  - Demonstrated leadership and creativity that have inspired others to distinguished careers in science and technology.
  - Contributed to the welfare of the Nation and mankind through activities in science and technology.
  - Demonstrated leadership and creativity that has helped mold the history of advancements in the Nation's science, technology, and education.

### Eligibility

**Candidates must be U.S. citizens.**

[← Back](#)

[Begin Nomination](#)

**Figure 6** Award Selection Criteria screen. The Begin Nomination button is circled.

- Click the **Begin Nomination** button (Figure 6). The **Nomination Form** screen displays (Figure 7) with the **Nomination Information** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1 NOMINEE INFORMATION**

*\* Required Field*

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name:  \* Last Name:

\* Address:

\* City:  State:  Zip:

International Postal Code:

\* Country:

\* Email:

\* Phone Number:  (no dashes or spaces)

\* Organization:

**Save and Continue**

**2 CURRICULUM VITA**

**3 NARRATIVE**

**4 REFERENCES**

**5 SUBMIT NOMINATION**

**Figure 7 Nominee Information section of the Nomination Form screen. The Save and Continue button is circled.**

8. In the **Nomination Information** section (Figure 7), enter the following information about the nominee in the appropriate boxes:
  - First name
  - Last name
  - Address
  - City
  - State
  - Zip Code
  - Country
  - International postal code (optional)
  - Email (optional)
  - Phone number
  - Organization
9. Click the **Save and Continue** button (Figure 7). The **Nomination Form** screen displays (Figure 8) with the **Curriculum Vita** section open.

## Complete the Nomination Form for the Vannevar Bush Award

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

The screenshot shows the 'CURRICULUM VITA' section of a nomination form. At the top, a teal bar contains a checkmark icon and the text 'NOMINEE INFORMATION'. Below this, another teal bar contains a checkmark icon and 'CURRICULUM VITA'. A red asterisk indicates a 'Required Field'. The main content area has a heading 'Curriculum Vita' followed by instructions: 'Please upload the curriculum vita (without publications) of the nominee for this award. Please limit to five pages. Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open)'. Below the text, it says 'Curriculum Vita Uploaded: No'. There is a text input field containing 'C:\Documents and Settings\k', followed by a 'Browse...' button and a red-circled 'Upload' button. At the bottom of the section are 'Save' and 'Save and Continue' buttons. To the right of the main content area are three teal navigation buttons labeled '3 NARRATIVE', '4 REFERENCES', and '5 SUBMIT NOMINATION'.

Figure 8 Curriculum Vita section of the Nomination Form screen. The Upload button is circled.

11. In the **Curriculum Vita** section (Figure 8), browse and click the **Upload** button to upload the file of the CV.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

The screenshot shows the 'CURRICULUM VITA' section of a nomination form after a file has been uploaded. At the top, a teal bar contains a checkmark icon and the text 'NOMINEE INFORMATION'. Below this, another teal bar contains a '2' in a circle and 'CURRICULUM VITA'. A red asterisk indicates a 'Required Field'. The main content area has a heading 'Curriculum Vita' followed by instructions: 'Please upload the curriculum vita (without publications) of the nominee for this award. Please limit to five pages. Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open)'. Below the text, it says 'Curriculum Vita Uploaded: Yes'. There is a 'Delete' button. Below that, there is a message: 'To view this essay in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.' followed by a PDF icon and a 'View PDF' button. At the bottom of the section are 'Save' and a red-circled 'Save and Continue' button. To the right of the main content area are three teal navigation buttons labeled '3 NARRATIVE', '4 REFERENCES', and '5 SUBMIT NOMINATION'.

**Figure 9 Curriculum Vita section of the Nomination Form screen with an uploaded CV. The Save and Continue button is circled.**

12. Click the **Save and Continue** button (Figure 9). (You can also click the **Save** button to save the form to complete it later.) The **Nomination Form** screen displays (Figure 10) with the **Narrative** section opened.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**3 NARRATIVE**

*\* Required Field*

**\* Proposed Citation**  
Please upload the proposed citation of the nominee for this award. Please limit to five pages.  
Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

**Proposed Citation Uploaded: No**

Proposed Citation: C:\Documents and Settings\vk

**\* Narrative**  
Please enter a narrative statement describing the nominee's qualifications for the Vannevar Bush Award, according to the award selection criteria below. Please limit to eight pages.

**Selection Criteria:**

- Distinguished him/herself through public service activities in science and technology.
- Pioneered the exploration, charting, and settlement of new frontiers in science, technology, education, and public service.
- Demonstrated leadership and creativity that have inspired others to distinguished careers in science and technology.
- Contributed to the welfare of the Nation and mankind through activities in science and technology.
- Demonstrated leadership and creativity that has helped mold the history of advancements in the Nation's science, technology, and education.

Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

**Narrative Uploaded: No**

Narrative: C:\Documents and Settings\vk

**4 REFERENCES**

**5 SUBMIT NOMINATION**

**Figure 10 Narrative section of the Nomination Form screen. The Upload buttons are circled.**

14. In the **Proposed Citation** box (Figure 10), upload a file that has a description of the nominee's research.
15. In the **Narrative** box (Figure 10), upload a file that has a narrative statement of the nominee's qualifications for the award.

## Complete the Nomination Form for the Vannevar Bush Award

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1** NOMINEE INFORMATION

**2** CURRICULUM VITA

**3** NARRATIVE

\* Required Field

\* **Proposed Citation**  
Please upload the proposed citation of the nominee for this award. Please limit to five pages.  
Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

**Proposed Citation: Yes**  
To delete the uploaded Proposed Citation, click the "Delete" button. To replace a previously-uploaded document with a new document, delete the previously-uploaded document, then you will get an upload option.

**Delete**

To view this essay in PDF format, click "View PDF". A new browser window will open.  
To print the PDF, use your browser's print function in the new window.  **View PDF**

\* **Narrative**  
Please enter a narrative statement describing the nominee's qualifications for the Vannevar Bush Award, according to the award selection criteria below. Please limit to eight pages.

**Selection Criteria:**

- Distinguished him/herself through public service activities in science and technology.
- Pioneered the exploration, charting, and settlement of new frontiers in science, technology, education, and public service.
- Demonstrated leadership and creativity that have inspired others to distinguished careers in science and technology.
- Contributed to the welfare of the Nation and mankind through activities in science and technology.
- Demonstrated leadership and creativity that has helped mold the history of advancements in the Nation's science, technology, and education.

Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

**Narrative Uploaded: Yes**  
To delete the uploaded Narrative, click the "Delete" button. To replace a previously-uploaded document with a new document, delete the previously-uploaded document, then you will get an upload option.

**Delete**

To view this essay in PDF format, click "View PDF". A new browser window will open.  
To print the PDF, use your browser's print function in the new window.  **View PDF**

**Save** **Save and Continue**

**4** REFERENCES

**5** SUBMIT NOMINATION

Figure 11 Narrative section of the Nomination Form screen. The Save and Continue button is circled.

16. Click the **Save and Continue** button (Figure 11). The **Nomination Form** screen displays (Figure 12) with the **References** section opened.

Prepare A New Nomination | Prepare A New Reference

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1** NOMINEE INFORMATION

**2** CURRICULUM VITAE

**3** NARRATIVE

**4** REFERENCES

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

Please add two references familiar with technical aspects and not from the nominee's home organization.

As the nominator, you are responsible for contacting references. All nominations will be considered regardless of receipt of references.

**Note:** The system will automatically send an email to these reference writers to notify them that their assistance is requested when the information is saved the first time.

**Reference 1:**

\* First Name: John      \* Last Name: Doe

\* Address: 499 Tuckerman Lane

\* City: Rockville      State: Maryland      Zip: 20742

International Postal Code:

\* Country: United States

\* Email: test9@test.org

\* Phone Number: 1111111111 (no dashes or spaces)

\* Fax Number: (no dashes or spaces)

\* Organization: USA

**Reference 2:**

\* First Name: Jane      \* Last Name: Doe

\* Address: 499 Tuckerman Lane

\* City: Rockville      State: Maryland      Zip: 20742

International Postal Code:

\* Country: United States

\* Email: test10@test.org

\* Phone Number: 1111111111 (no dashes or spaces)

\* Fax Number: (no dashes or spaces)

\* Organization: USDA

Save      Save and Continue

**5** SUBMIT NOMINATION

**Figure 12** References section of the Nomination Form screen. The Save and Continue button is circled.

16. In the **References** section (Figure 12), list two references who are not from the nominee's organization and who are familiar with the technical aspects of the nominee's work. For each reference, enter the following information in the appropriate boxes:

- First name
- Last name
- Address
- City
- State
- Zip code
- Country
- International postal code (optional)
- Email
- Phone number

## Complete the Nomination Form for the Vannevar Bush Award

- Fax number (optional)
- Organization

17. Click the Save and Continue button (Figure 12). The **Nomination Form** displays with the **Submit Nomination** section open.

You have now completed the Nomination Form. You have these options:

- [Save the nomination to edit it or submit it later](#)
- [Submit the nomination](#)

## Submit a Nomination for the Vannevar Bush Award

1. Access the **Nomination Form** screen (Figure 1) with the **Submit Nomination** section open (see Complete the Nomination Form).

Prepare A New Nomination | Prepare A New Reference

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

NOMINEE INFORMATION

CURRICULUM VITA

NARRATIVE

REFERENCES

5 SUBMIT NOMINATION

\* Required Field

You have completed all of the steps necessary to submit this nomination. If you are ready to submit, you may click "Submit". If you would like to continue editing the nomination, you may navigate to any of the steps by clicking on the banner links.

Submit

**Figure 1** Submit Nomination section of the "Nomination Form" screen. The Submit button is circled.

2. Click the **Submit** button (Figure 1). The **Confirm Award Nomination Submission** screen displays (Figure 2).

CONFIRM | Award Nomination Submission

You have requested to submit the following nomination to the Vannevar Bush Award Committee for review. If you are satisfied with the nomination, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

The information on this nomination is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.

Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact Ann Ferrante at aferrant@nsf.gov.

Confirm Cancel

VIEW | Entire Nomination for Robert Jones

1 NOMINEE INFORMATION

Name: Robert Jones  
Address: 555 Arlington Blv.  
Arlington, VA 22206  
US  
Email: testemail@nsf.gov  
Phone: 1111111111  
Fax:  
Organization: NSF

**Figure 2** Confirm Award Nomination Submission screen. The Confirm button is circled.

3. Click the **Confirm** button (Figure 2). The **Confirmation** screen displays (Figure 3) with the message that the nomination has been submitted.

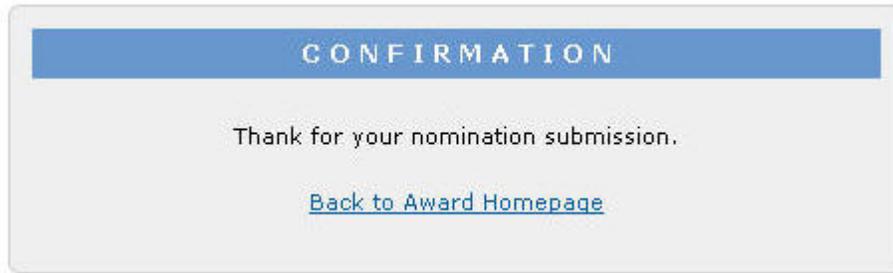


Figure 3 Confirmation screen.

4. Click the **Back to Award Homepage** (Figure 3). The **Vannevar Bush Award** screen displays (Figure 4) with the nomination listed with the status of Submitted.



Figure 4 Vannevar Bush Award screen with the nomination listed with the status of Submitted.

## Save a Nomination for the Vannevar Bush Award

After you have completed at least the first section of a nomination, you can save it for future work.

1. Access the **Nomination Form** screen (Figure 1) and complete at least the first section of the nomination (see [Complete the Nomination Form](#)).

The screenshot shows a web application interface for preparing a nomination. At the top, there are two tabs: "Prepare A New Nomination" (selected) and "Prepare A New Reference". Below the tabs are navigation links: "Instructions For Nomination", "Award Selection Criteria", and "View Saved Nomination". A message states: "New data will only be saved if you click the 'Save' or 'Save and Continue' buttons." Below this is a vertical menu with four sections: "1 NOMINEE INFORMATION", "2 CURRICULUM VITAE", "3 NARRATIVE", and "4 REFERENCES" (selected). The "REFERENCES" section contains instructions and two reference forms. Reference 1 is filled out with: First Name: John, Last Name: Doe, Address: 499 Tuckerman Lane, City: Rockville, State: Maryland, Zip: 20742, Country: United States, Email: test9@test.org, Phone Number: 1111111111, Fax Number: (empty), Organization: test. Reference 2 is filled out with: First Name: Jane, Last Name: Doe, Address: 499 Tuckerman Lane, City: Rockville, State: Maryland, Zip: 20742, Country: United States, Email: test10@test.org, Phone Number: 1111111111, Fax Number: (empty), Organization: USDA. At the bottom of the form are two buttons: "Save" (circled in red) and "Save and Continue". Below the form is a tab labeled "5 SUBMIT NOMINATION".

Figure 1 Nomination Form screen open to the References section. The Save button is circled.

2. On the **Nomination Form** screen (Figure 1), click the **Save** button. The Nomination is saved, and the **Nomination Form** screen displays with the section open on which you clicked the **Save** button (Figure 2).

Prepare A New Nomination | Prepare A New Reference

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

- 1 NOMINEE INFORMATION
- 2 CURRICULUM VITA
- 3 NARRATIVE
- 4 REFERENCES

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

Please add two references familiar with technical aspects and not from the nominee's home organization.

As the nominator, you are responsible for contacting references. All nominations will be considered regardless of receipt of references.

**Note:** The system will automatically send an email to these reference writers to notify them that their assistance is requested when the information is saved the first time.

**Reference 1:**

\* First Name:  \* Last Name:

\* Address:

\* City:  State:  Zip:

**Figure 2** Nomination Form screen after the nomination has been saved.

The nomination is now listed on the **Vannevar Bush Award** screen (Figure 3) with the status of **In Progress**.

**Vannevar Bush Award** | MAIN ▶

[Prepare A New Nomination](#)   [Prepare A New Reference](#)

**DEADLINE FOR NOMINATIONS AND REFERENCE LETTERS: Wednesday, November 5, 2008 11:59 PM Local Time.**

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 **The annual Vannevar Bush Award** is presented annually by the National Science Board to an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."

**Create a new nomination or a reference** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#)

**Work In Progress**

Nominee Name	Type	Date Created	Status	
<a href="#">Robert Jones</a>	Nomination	Jul 15, 2008	<b>In Progress</b>	<a href="#">View Reference Status</a>

Figure 3 Vannevar Bush Award screen with the saved nomination listed with the status of In Progress.

## Edit a Saved Nomination for the Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).

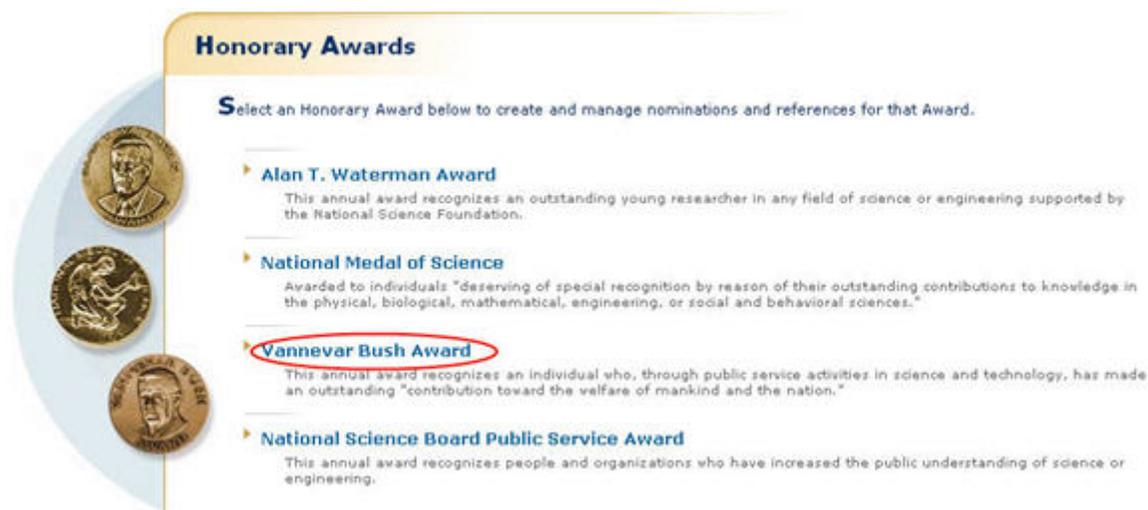


Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2) with the saved nomination listed in the **Work in Progress** section.

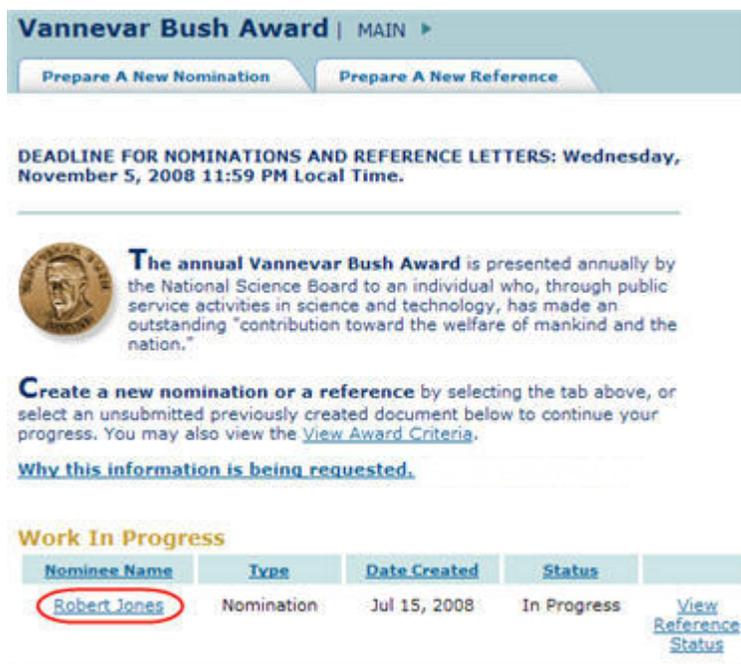


Figure 2 Vannevar Bush Award screen. The link to the saved nomination is circled.

3. Click the nomination title (Figure 3). The **Nomination Form** screen displays (Figure 3) with the **Nominee Information** section open. On this screen, you can edit any section by clicking on the section title and then clicking the **Save and Continue** button or the **Save** button (see [Complete the Nomination Form](#), Step 8 through Step 16, for detailed instructions on each section).

The screenshot displays the 'Nominee Information' section of a nomination form. At the top, there are two tabs: 'Prepare A New Nomination' (active) and 'Prepare A New Reference'. Below the tabs are two links: 'Instructions For Nomination' and 'Award Selection Criteria'. A progress indicator shows five steps, with step 3 highlighted. A message states: 'New data will only be saved if you click the "Save" or "Save and Continue" buttons.' The 'NOMINEE INFORMATION' section is highlighted in a teal bar. Below this, a list of required fields is shown: First Name (Robert), Last Name (Jones), Address (555 Arlington Blv.), City (Arlington), State (Virginia), Zip (22206), International Postal Code, and Country (United States). A note explains that state and zip codes are required for users within the United States and its territories, while international postal codes are required for users outside the U.S.

Figure 3 Nomination Form screen with the Nomination Information section open.

## Submit a Saved Nomination for the Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).

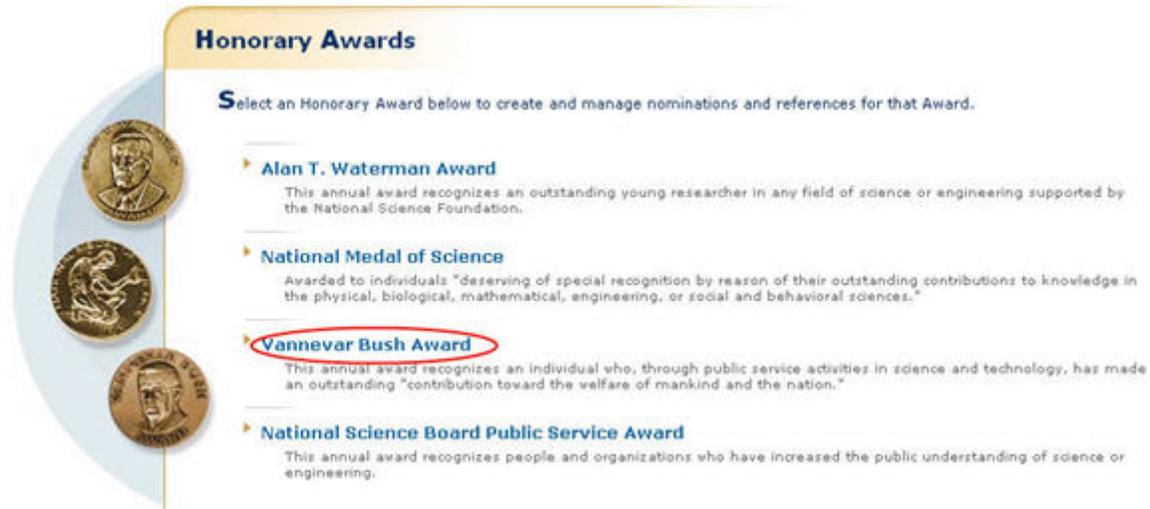


Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2) with the saved nomination in the **Work in Progress** section.

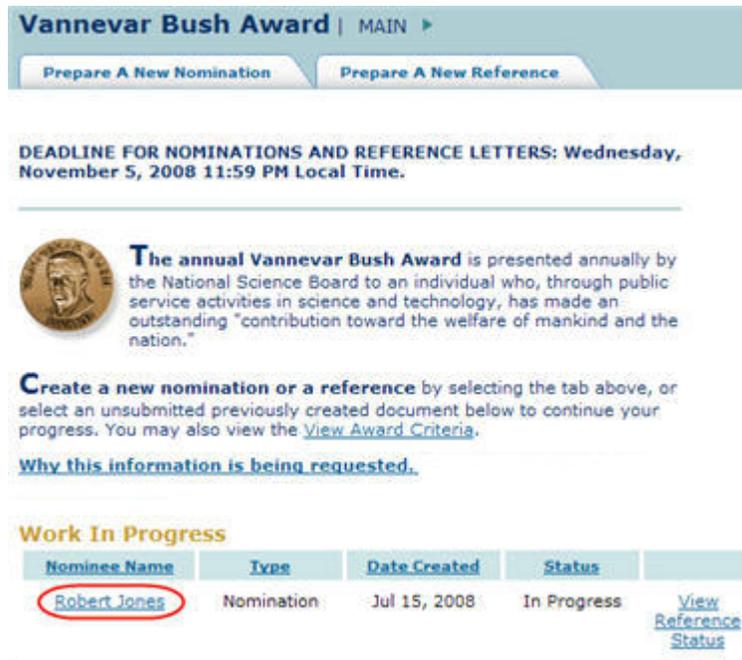


Figure 2 Vannevar Bush Award screen. The link to the saved nomination is circled.

3. Click the nomination title (Figure 3). The **Nomination Form** screen displays (Figure 3).

Vannevar Bush Award | MAIN ▶

Prepare A New Nomination | Prepare A New Reference

Instructions For Nomination | Award Selection Criteria | **View Saved Nomination**

PROGRESS 5

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name: Robert \* Last Name: Jones

\* Address: 555 Arlington Blv.

\* City: Arlington State: Virginia Zip: 22206

International Postal Code:

\* Country: United States

Email:

\* Phone Number: 5551231234 (no dashes or spaces)

\* Organization: NSF

Figure 3 Nomination Form screen. The View Saved Nomination link is circled.

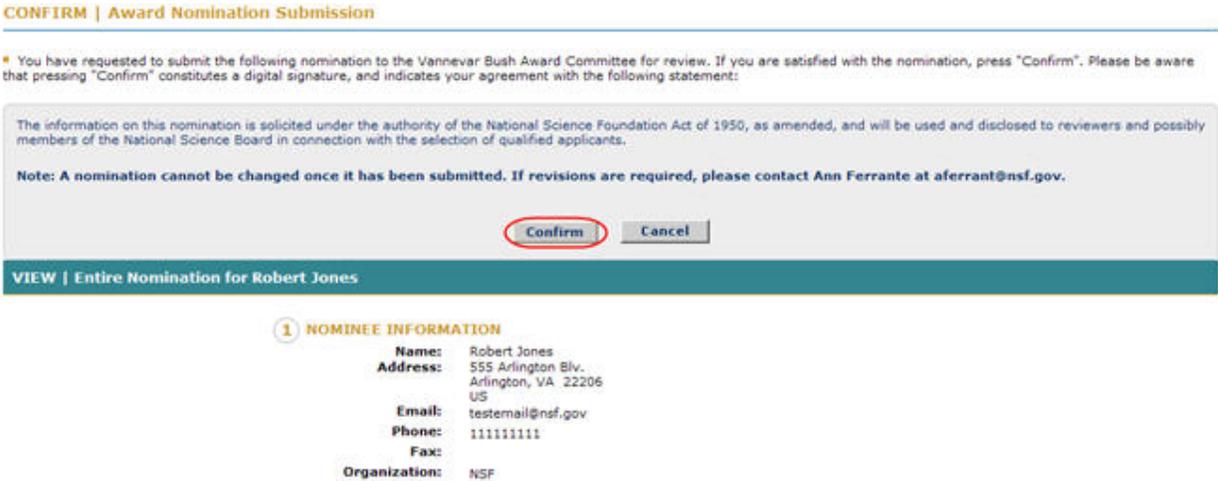
4. Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 4).

VIEW | Entire Nomination for Robert Jones

- 1 NOMINEE INFORMATION** [Edit](#)  
**Contact Name:** Robert Jones  
**Address:** 555 Arlington Blv.  
Arlington, VA 22206  
United States  
**Email:**  
**Phone:** 5551231234  
**Organization:** NSF
- 2 CURRICULUM VITA** [Edit](#)  
Please type or cut and paste the nominee's curriculum vita here.
- 3 NARRATIVE** [Edit](#)  
**Proposed Citation:** Please type or cut and paste a brief overview of the nominee's research here.  
**Narrative:** Please type or cut and paste an overview of the nominee's qualifications here.
- 4 REFERENCES** [Edit](#)  
**Name:** Tommy Thomas  
**Organization:** NSF  
**Email:** test5@test.org  
**Name:** Michael Mikerson  
**Organization:** NSF  
**Email:** test6@test.org
- 5 SUBMIT NOMINATION**  
**Submit**

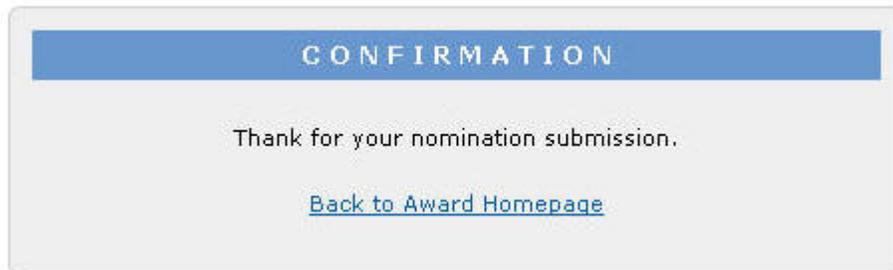
Figure 4 View Entire Nomination screen. The Submit button is circled.

5. Click the **Submit** button (Figure 4). The **Confirm Award Nomination Submission** screen displays (Figure 5).



**Figure 5 Confirm Award Nomination Submission screen. The Confirm button is circled.**

6. Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6) with the message that the nomination has been submitted.



**Figure 6 Confirmation screen.**

7. Click **Back to Award Homepage** (Figure 6). The **Vannevar Bush Award** screen displays (Figure 7) with the nomination listed with the status Submitted.

**Vannevar Bush Award** | MAIN ▶

[Prepare A New Nomination](#)   [Prepare A New Reference](#)

**DEADLINE FOR NOMINATIONS AND REFERENCE LETTERS: Wednesday, November 5, 2008 11:59 PM Local Time.**

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 **The annual Vannevar Bush Award** is presented annually by the National Science Board to an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."

**Create a new nomination or a reference** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#)

**Work In Progress**

Nominee Name	Type	Date Created	Status	
Robert Jones	Nomination	Jul 15, 2008	<b>Submitted</b>	<a href="#">View Reference Status</a>

Figure 7 Vannevar Bush Award screen with the nomination now listed with the status of Submitted.

## View a Nomination for the Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).

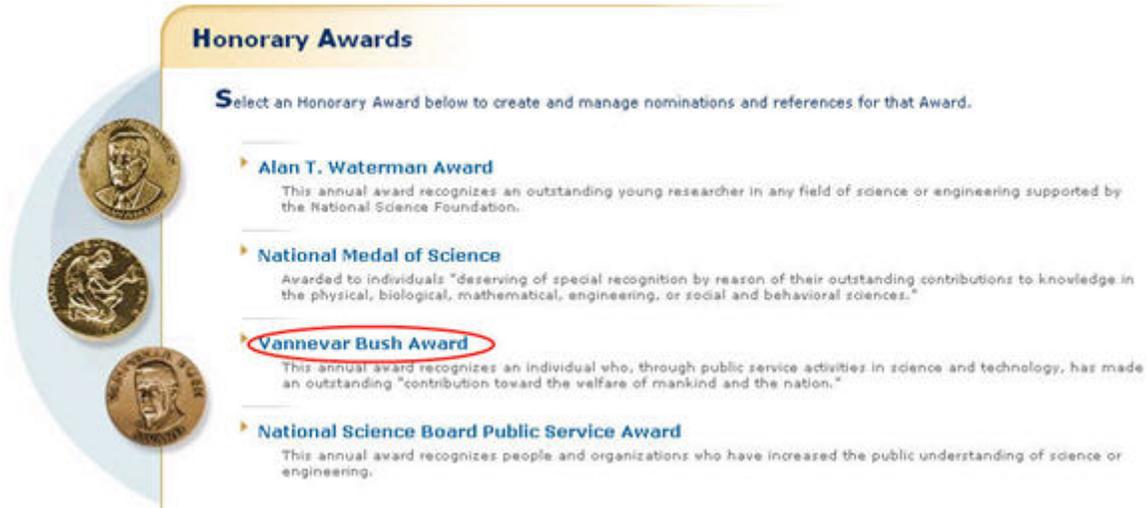


Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2).

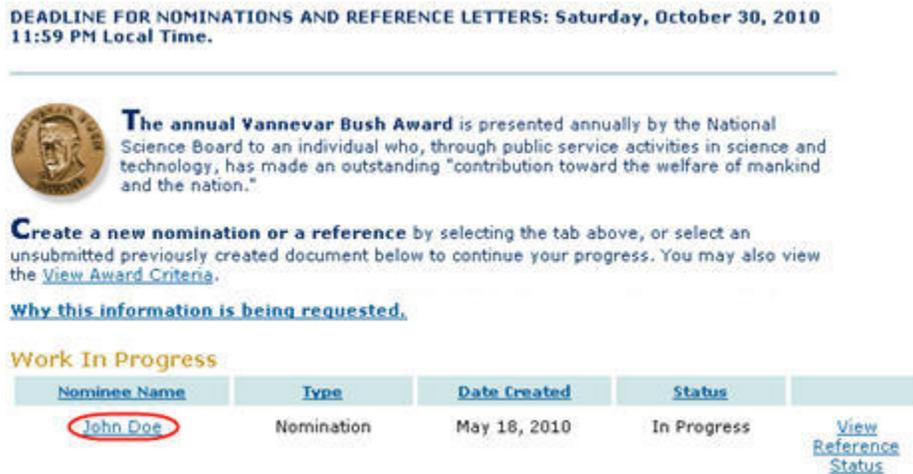


Figure 2 Vannevar Bush Award screen. The link to the saved nomination is circled.

3. Click the nomination title (Figure 3). The **Nomination Form** screen displays (Figure 3).

**Vannevar Bush Award** | MAIN ▶

Prepare A New Nomination    Prepare A New Reference

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

PROGRESS 5

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

### NOMINEE INFORMATION

*\* Required Field*

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name: John    \* Last Name: Doe

\* Address: 555 Arlington Blvd

\* City: Arlington    State: Virginia    Zip: 22180

International Postal Code:

\* Country: United States

\* Email: jdoe@nomail.gov

\* Phone Number: 5552921234 *(no dashes or spaces)*

\* Organization: University of Tulsa

**Save and Continue**

**Figure 3** Nomination Form screen. The View Saved Nomination link is circled.

4. Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 4). You can edit from this screen also by clicking the **Edit** button for any section (see Complete the Nomination Form, Step 8 through 16, for instructions on each section).

**VIEW | Entire Nomination for John Doe**

**1 NOMINEE INFORMATION** [Edit](#)

**Contact Name:** John Doe  
**Address:** 555 Arlington Blvd  
Arlington, VA 22180  
United States  
**Email:** jdoe@nomail.gov  
**Phone:** 5552921234  
**Organization:** Univerisity of Tulsa

**2 CURRICULUM VITA** [Edit](#)

**Curriculum Vita Uploaded: Yes**

To view this information in PDF format, click "View PDF". A new browser window will open.  
To print the PDF, use your browser's print function in the new window.

 [View PDF](#)

**3 NARRATIVE** [Edit](#)

**Proposed Citation Uploaded: Yes**

To view this information in PDF format, click "View PDF". A new browser window will open.  
To print the PDF, use your browser's print function in the new window.

 [View PDF](#)

**Narrative Uploaded: Yes**

To view this information in PDF format, click "View PDF". A new browser window will open.  
To print the PDF, use your browser's print function in the new window.

 [View PDF](#)

**4 REFERENCES** [Edit](#)

**Name:** John Doe  
**Organization:** USC  
**Email:** jdoe@nomail.com

**Name:** Jane Smith  
**Organization:** Yale University  
**Email:** jsmith@nomail.org

**5 SUBMIT NOMINATION**

[Submit](#)

Figure 4 View Entire Nomination screen.

## View a Nomination in PDF for the Vannevar Bush Award

1. Access the **View Entire Nomination** screen (Figure 1) (see [View Entire Nomination](#)).

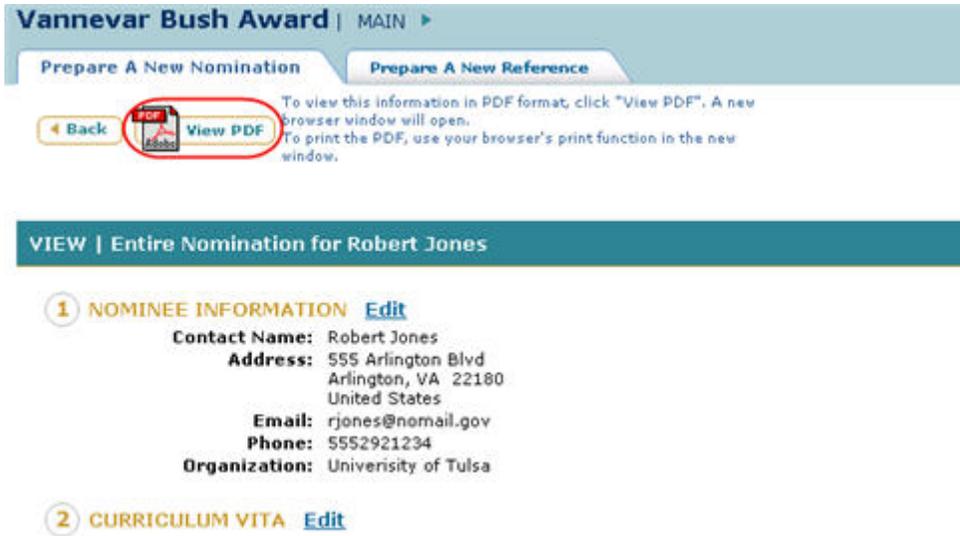


Figure 1 View Entire Nomination screen. The View PDF link is circled.

2. On the **View Entire Nomination** screen (Figure 1), click **View PDF**. The nomination displays in PDF format in a new window (Figure 2).

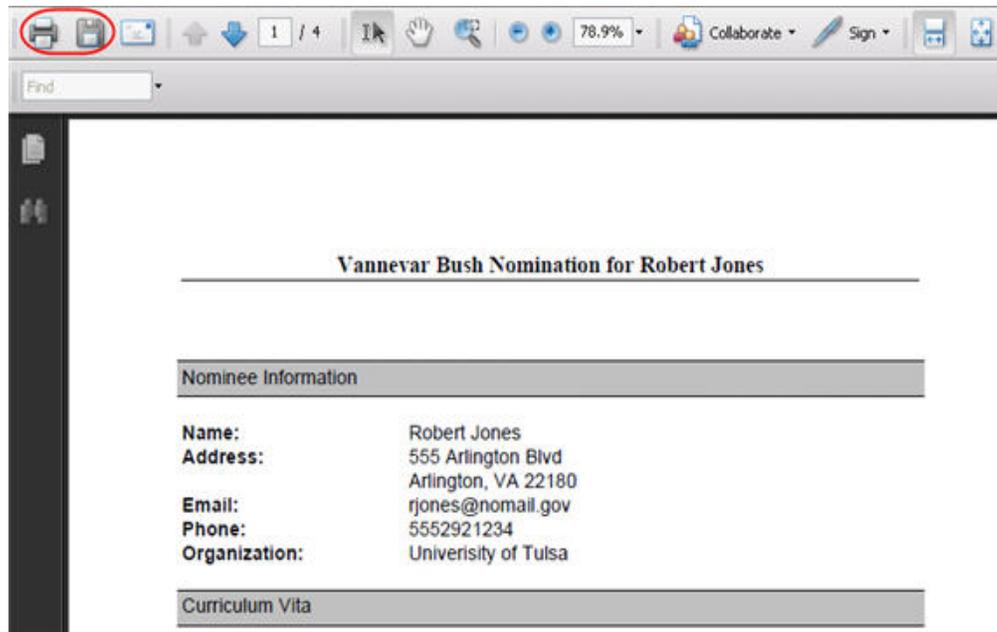


Figure 2 Nomination in PDF format in a new window. The Save and Print icons are circled.

3. Click the **Save** icon (Figure 2) to save the nomination to your computer.

4. Click the **Print** icon (Figure 2) to print the nomination.

## View the Status of a Reference for the Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2).

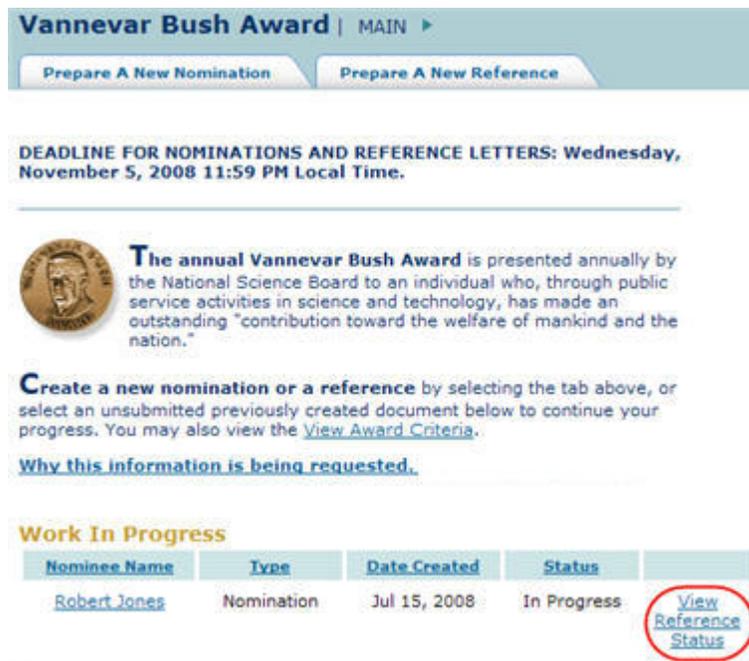
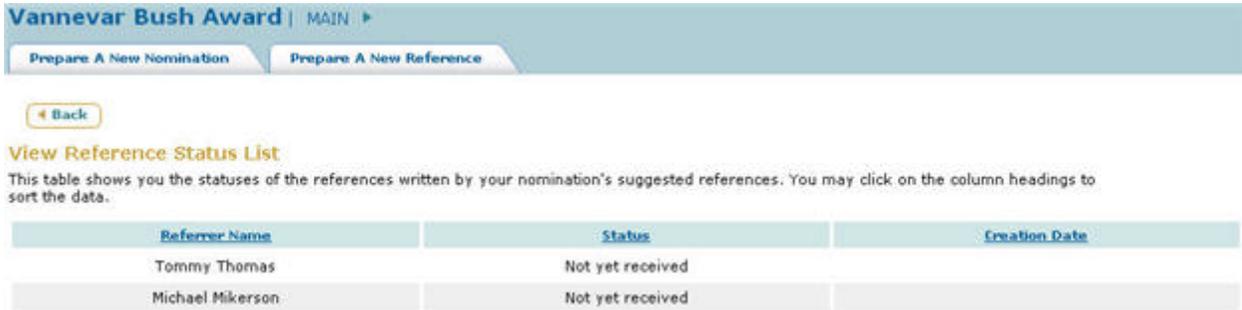


Figure 2 Vannevar Bush Award screen. The View Reference Status link is circled.

3. Click **View Reference Status** (Figure 2). The **View Reference Status List** screen displays (Figure 3) with the references listed with their status listed as Received or Not Received.



**Figure 3** View Reference Status List screen.

## Reference for Vannevar Bush Award

# Prepare a Reference for a Nominee for the Vannevar Bush Award

In preparing and submitting a reference for a nominee for the Vannevar Bush Award, you can conduct the following activities:

- [Complete the Reference Form](#)
- [Submit a reference](#)
- [Save a reference](#)
- [Edit a saved reference](#)
- [View the entire reference](#)
- [View the reference in PDF](#)
- [Submit a saved reference](#)

## Prepare a Reference for a Nominee for the Vannevar Bush Award

In preparing and submitting a reference for a nominee for the Vannevar Bush Award, you can conduct the following activities:

- [Complete the Reference Form](#)
- [Submit a reference](#)
- [Save a reference](#)
- [Edit a saved reference](#)
- [View the entire reference](#)
- [View the reference in PDF](#)
- [Submit a saved reference](#)

## Complete the Reference Form for the Vannevar Bush Award

To prepare a reference for the Vannevar Bush Award, you must first register for Honorary Awards. See [Register for Honorary Awards](#).

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Login for Honorary Awards](#)).

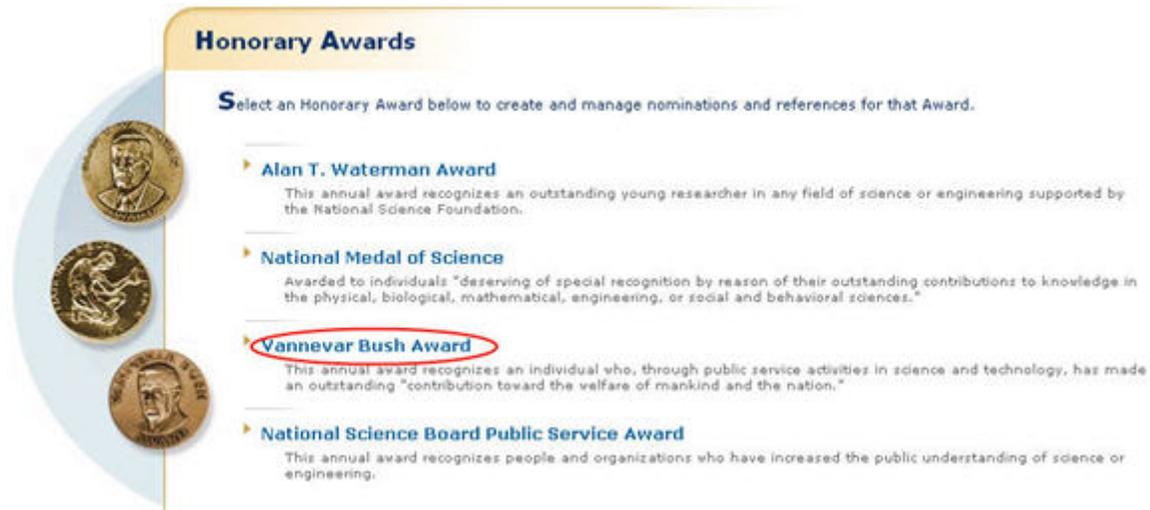


Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2).



**Figure 2 Vannevar Bush Award screen. The Prepare a New Reference tab is circled.**

3. Click the **Prepare a New Reference** tab (Figure 2). The **Instructions for Preparing a Reference** screen displays (Figure 3).

#### Instructions for Preparing a Nomination

To proceed to the nomination entry form, you must first familiarize yourself with the award criteria by clicking the 'view award criteria' button at the bottom of the page. You may also find it useful to review nomination information requirements ([View Nomination Form Description](#)) before proceeding.

- There are five steps in the nomination creation process for the Vannevar Bush Award. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step of the nomination. Fields marked with an asterisk (\*) are mandatory. Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the nomination can be accessed from the Vannevar Bush Award homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your nomination to the Vannevar Bush Award Committee Manager for review.
- You may copy and paste unformatted text from documents on your computer into any text fields you see on the online nomination forms. Please note that copying text from word processing applications such as Microsoft Word may insert characters that are not recognized by standard HTML character sets. To convert a document into ASCII text, you may specify the "text only" option when saving your document.
- As a nominator, you are responsible for ensuring that your references submit their information in a timely fashion. Please inform your references of the exact spelling of your nominee's name and the designated discipline. This will allow the system to automatically link the references to the nomination.
- Nominations deemed acceptable by the award officers may be carried over for a period of three years, including the year of nomination. After that time, it is possible to renominate the candidate for later consideration, if he or she is still eligible.
- **Note:** A nomination cannot be changed once it has been submitted. If revisions are required, please contact Ann Ferrante.

**Contact:** Please contact Ann Ferrante, [aferrant@nsf.gov](mailto:aferrant@nsf.gov), 703-292-4520, the NSB Honorary Awards Manager for the Vannevar Bush Award and NSB Public Service Award.

[← Back](#)

[View Award Criteria](#)

**Figure 3 Instructions for Preparing a Reference screen. The View Required Information for Reference link is circled.**

4. To see the form requirements, click **View Required Information for Reference** (Figure 3). The **Required Information for Reference** screen displays (Figure 4) with a listing of all the components of the reference.

[← Back](#)

#### Required Information for Reference

There are two sections to the Vannevar Bush Award reference form. You will be asked to enter information about the nominee as well as your reference letter text. Accurate spelling and format of the nominee's first and last name is essential to link your reference to the nomination.

- The first section, **Nominee Information**, pertains to the nominee's contact information. All fields are required and are indicated by an asterisk (\*).
  - First Name \*
  - Last Name \*
  - Major Discipline \*
  - Organization \*
- The second section, **Nominee Description**, is the reference letter text and is required as indicated by the asterisk (\*).

**Figure 4 Required Information for Reference screen. The Back button is circled.**

5. Click the **Back** button (Figure 4). The **Instructions for Preparing a Reference** screen displays (Figure 5).

### Instructions for Preparing a Nomination

To proceed to the nomination entry form, you must first familiarize yourself with the award criteria by clicking the 'view award criteria' button at the bottom of the page. You may also find it useful to review nomination information requirements ([View Nomination Form Description](#)) before proceeding.

- There are five steps in the nomination creation process for the Vannevar Bush Award. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step of the nomination. Fields marked with an asterisk (\*) are mandatory. Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the nomination can be accessed from the Vannevar Bush Award homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your nomination to the Vannevar Bush Award Committee Manager for review.
- You may copy and paste unformatted text from documents on your computer into any text fields you see on the online nomination forms. Please note that copying text from word processing applications such as Microsoft Word may insert characters that are not recognized by standard HTML character sets. To convert a document into ASCII text, you may specify the "text only" option when saving your document.
- As a nominator, you are responsible for ensuring that your references submit their information in a timely fashion. Please inform your references of the exact spelling of your nominee's name and the designated discipline. This will allow the system to automatically link the references to the nomination.
- Nominations deemed acceptable by the award officers may be carried over for a period of three years, including the year of nomination. After that time, it is possible to renominate the candidate for later consideration, if he or she is still eligible.
- **Note:** A nomination cannot be changed once it has been submitted. If revisions are required, please contact Ann Ferrante.

**Contact:** Please contact Ann Ferrante, [aferrant@nsf.gov](mailto:aferrant@nsf.gov), 703-292-4520, the NSB Honorary Awards Manager for the Vannevar Bush Award and NSB Public Service Award.

[Back](#)

[View Award Criteria](#)

**Figure 5 Instructions for Preparing a Reference screen. The Begin Reference button is circled.**

6. Click the **Begin the Reference** button (Figure 5). The **Reference Form** screen displays (Figure 6) with the **Nominee Information** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1 NOMINEE INFORMATION**

\* Required Field

\* First Name:  \* Last Name:

\* Major Discipline:

\* Organization:

**2 NOMINEE DESCRIPTION**

**3 SUBMIT REFERENCE**

**Figure 6 Reference Form screen with the Nominee Information section open. The Save and Continue button is circled.**

7. Enter the required information in the appropriate boxes (Figure 6):
  - First name
  - Last name
  - Major discipline
  - Organization
8. Click the **Save and Continue** button (Figure 6). The **Reference Form** screen displays (Figure 7) with the **Nominee Description** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

The screenshot shows the 'NOMINEE DESCRIPTION' section of the Reference Form. At the top, a teal bar contains a checkmark icon and the text 'NOMINEE INFORMATION'. Below it, another teal bar contains a '2' in a circle and 'NOMINEE DESCRIPTION'. A red asterisk and the text '\* Required Field' are positioned above the main content area. The main content area has a light gray background and contains the following text: '\* Reference Letter' followed by 'Please upload the reference letter. Please limit to two pages. Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open)'. Below this text, it says 'Reference Letter Uploaded: No'. There is a text input field containing 'C:\Documents and Settings\k', followed by a 'Browse...' button and an 'Upload' button. The 'Upload' button is circled in red. At the bottom of the section are two buttons: 'Save' and 'Save and Continue'.

The screenshot shows the 'SUBMIT REFERENCE' section of the Reference Form. A teal bar at the top contains a '3' in a circle and the text 'SUBMIT REFERENCE'.

Figure 7 Reference Form screen with the Nominee Description section open. The Upload button is circled.

9. In the **Nominee Description** section (Figure 7), browse to and upload your reference letter file.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

The screenshot shows the 'NOMINEE DESCRIPTION' section of the Reference Form. At the top, a teal bar contains a checkmark icon and the text 'NOMINEE INFORMATION'. Below it, another teal bar contains a checkmark icon and 'NOMINEE DESCRIPTION'. A red asterisk and the text '\* Required Field' are positioned above the main content area. The main content area has a light gray background and contains the following text: '\* Reference Letter' followed by 'Please upload the reference letter. Please limit to two pages. Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open)'. Below this text, it says 'Reference Letter Uploaded: Yes'. There is a 'Delete' button. Below the 'Delete' button, there is text: 'To delete the uploaded reference letter, click the "Delete" button. To replace a previously-uploaded document with a new document, delete the previously-uploaded document, then you will get an upload option.' At the bottom of the section, there is text: 'To view this essay in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.' To the right of this text is a PDF icon and a 'View PDF' button. At the bottom of the section are two buttons: 'Save' and 'Save and Continue'. The 'Save and Continue' button is circled in red.

Figure 8 Reference Form screen with the Nominee Description section open. The Save and Continue button is circled.

10. Click the **Save and Continue** button (Figure 8). The **Nomination Form** displays with the **Submit Nomination** section open.

Prepare A New Nomination | Prepare A New Reference

[Instructions for Preparing Reference](#) | [View Saved Reference](#)

PROGRESS

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

✓ NOMINEE INFORMATION

✓ NOMINEE DESCRIPTION

3 SUBMIT REFERENCE

You have completed all of the steps necessary to submit this reference. If you are ready to submit, you may click 'Submit'. If you would like to continue editing the reference, you may navigate to any of the steps by clicking on the banner links.

Submit

**Figure 9 Submit Reference section.**

You have now completed the Reference form. You have these options:

- [Save the reference to edit it or submit it later](#)
- [Submit the reference](#)

## Submit a Reference for the Vannevar Bush Award

1. Access the **Reference Form** screen (Figure 1) with the **Submit Reference** section open (see [Complete the Reference Form](#)).

The screenshot shows a web interface for submitting a reference. At the top, there are two tabs: 'Prepare A New Nomination' and 'Prepare A New Reference'. Below the tabs are links for 'Instructions for Preparing Reference' and 'View Saved Reference'. A progress indicator shows three steps, with the third step, 'SUBMIT REFERENCE', highlighted. A message states: 'New data will only be saved if you click the "Save" or "Save and Continue" buttons.' Below this are three sections: 'NOMINEE INFORMATION', 'NOMINEE DESCRIPTION', and 'SUBMIT REFERENCE'. The 'SUBMIT REFERENCE' section contains a message: 'You have completed all of the steps necessary to submit this reference. If you are ready to submit, you may click "Submit". If you would like to continue editing the reference, you may navigate to any of the steps by clicking on the banner links.' A 'Submit' button is circled in red.

Figure 1 Reference Form screen. The Submit button is circled.

2. On the **Reference Form** screen (Figure 1), click the **Submit** button. The **Confirm Award Reference Submission** screen displays (Figure 2).

The screenshot shows a confirmation screen titled 'CONFIRM | Award Reference Submission'. It contains a message: '\* You have requested to submit the following reference to the Vannevar Bush Committee for review. If you are satisfied with the reference, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:'. Below this is a text box with the following information: 'The information on this reference is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.' A note states: 'Note: A reference cannot be changed once it has been submitted. If revisions are required, please contact Ann Ferrante at aferrant@nsf.gov.' At the bottom, there are two buttons: 'Confirm' and 'Cancel'. The 'Confirm' button is circled in red. Below the confirmation screen is a summary section titled 'VIEW | Entire Reference for Robert Jones' with two columns: 'NOMINEE INFORMATION' and 'REFERENCE INFORMATION'. The 'NOMINEE INFORMATION' column lists: Name: Robert Jones, Organization: NSF. The 'REFERENCE INFORMATION' column lists: Name: Robo Help, Address: 123 RoboHelp Road, RoboHelp 11111 Romania, Email: robohelp@nsf.gov, Phone: 1111111111, Fax: 1111111111, Organization: NSF.

Figure 2 Confirm Award Reference Submission screen. The Confirm button is circled.

3. Click the **Confirm** button (Figure 2). The **Confirmation** screen displays (Figure 3).

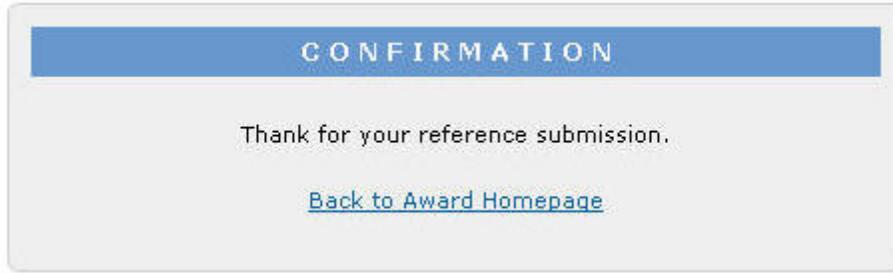


Figure 3 Confirmation screen.

4. Click the **Back to Award Homepage** (Figure 3). The **Vannevar Bush Award** screen displays (Figure 4) with the reference listed with the status of Submitted.

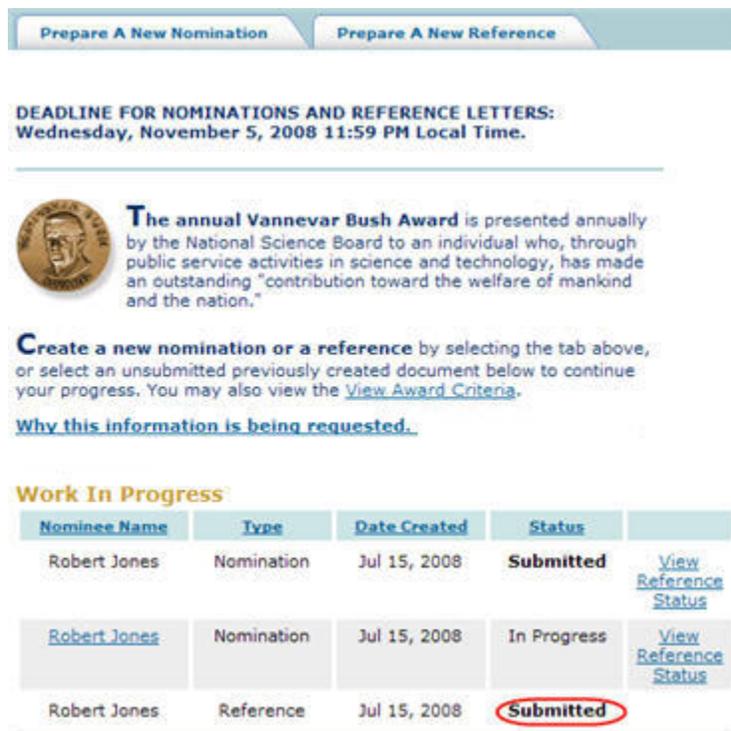


Figure 4 Vannevar Bush Award screen with the reference listed with the status of Submitted.

## Save a Reference for the Vannevar Bush Award

After you have completed at least the first section of a reference, you can save it for future work.

1. Access the **Reference Form** screen (Figure 1) and complete at least the first section of the reference (see [Complete the Reference Form](#)).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1** NOMINEE INFORMATION

**2** NOMINEE DESCRIPTION

\* Required Field

\* **Reference Letter**  
Please upload the reference letter. Please limit to two pages.  
Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

**Reference Letter Uploaded: Yes**  
To delete the uploaded reference letter, click the "Delete" button. To replace a previously-uploaded document with a new document, delete the previously-uploaded document, then you will get an upload option.

To view this essay in PDF format, click "View PDF". A new browser window will open.  
To print the PDF, use your browser's print function in the new window.

**3** SUBMIT REFERENCE

**Figure 1** Reference Form screen. The Save button is circled.

2. On the **Reference Form** screen (Figure 1), click the **Save** button. The reference is now listed on the **Vannevar Bush Award** screen (Figure 2) with the status of **In Progress**.

Prepare A New Nomination    Prepare A New Reference

**DEADLINE FOR NOMINATIONS AND REFERENCE LETTERS:  
Wednesday, November 5, 2008 11:59 PM Local Time.**

---

 **The annual Vannevar Bush Award** is presented annually by the National Science Board to an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."

**Create a new nomination or a reference** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#)

**Work In Progress**

Nominee Name	Type	Date Created	Status	
Robert Jones	Nomination	Jul 15, 2008	<b>Submitted</b>	<a href="#">View Reference Status</a>
<a href="#">Robert Jones</a>	Nomination	Jul 15, 2008	In Progress	<a href="#">View Reference Status</a>
<a href="#">Robert Jones</a>	Reference	Jul 15, 2008	<b>In Progress</b>	

Figure 2 Vannevar Bush Award screen. The reference is now listed with the status of In Progress.

## Edit a Saved Reference for the Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2) with the reference listed in the **Work in Progress** section.

The screenshot shows the 'Vannevar Bush Award' page. At the top, there are two tabs: 'Prepare A New Nomination' and 'Prepare A New Reference'. Below the tabs, there is a deadline notice: 'DEADLINE FOR NOMINATIONS AND REFERENCE LETTERS: Wednesday, November 5, 2008 11:59 PM Local Time.' A circular medallion is shown next to the text: 'The annual Vannevar Bush Award is presented annually by the National Science Board to an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."' Below this, there is a section titled 'Create a new nomination or a reference by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).' A link 'Why this information is being requested.' is also present. The 'Work In Progress' section contains a table with the following data:

Nominee Name	Type	Date Created	Status	
Robert Jones	Nomination	Jul 15, 2008	Submitted	<a href="#">View Reference Status</a>
<a href="#">Robert Jones</a>	Nomination	Jul 15, 2008	In Progress	<a href="#">View Reference Status</a>
<a href="#">Robert Jones</a>	Reference	Jul 15, 2008	In Progress	

**Figure 2 Vannevar Bush Award screen. The reference title link is circled.**

3. Click the title of the reference (Figure 2). The **Reference Form** screen displays (Figure 3). On this screen, you can edit any section by clicking on the section title and then clicking the **Save and Continue** button or **Save** button (see Complete the Reference Form, Step 7 through Step 9, for detailed instructions on each section).

Vannevar Bush Award | MAIN ▶

Prepare A New Nomination Prepare A New Reference

[Instructions for Preparing Reference](#) | [View Saved Reference](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

\* Required Field

\* First Name: Robert \* Last Name: Jones

\* Organization: NSF

Save Save and Continue

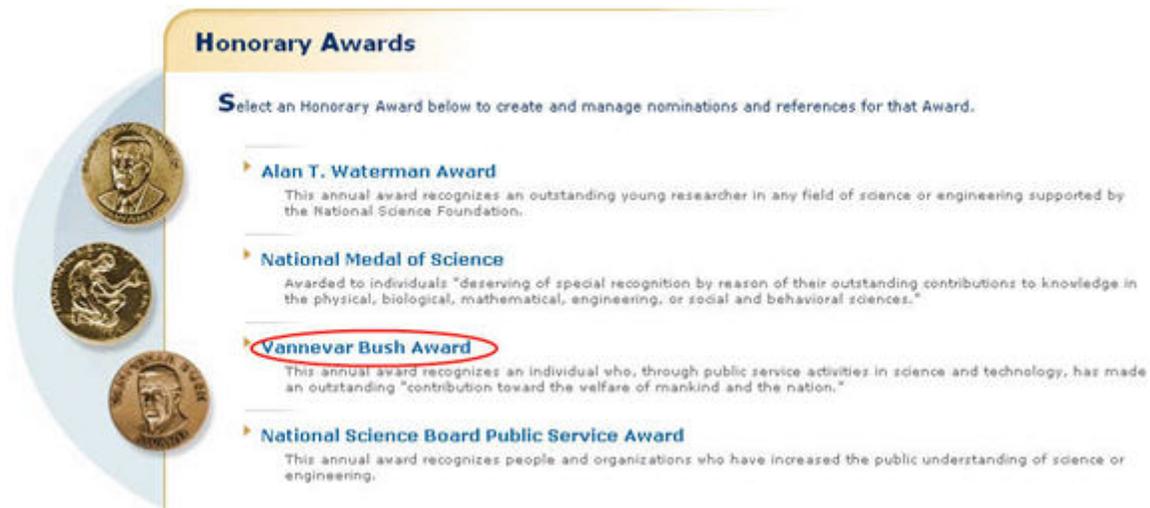
**NOMINEE DESCRIPTION**

**3 SUBMIT REFERENCE**

**Figure 3 Reference Form screen.**

## Submit a Saved Reference for the Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



**Figure 1** Honorary Awards screen. The **Vannevar Bush Award** link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2) with the reference listed in the **Work in Progress** section.

**Vannevar Bush Award** | MAIN ▶

[Prepare A New Nomination](#) [Prepare A New Reference](#)

**DEADLINE FOR NOMINATIONS AND REFERENCE LETTERS:**  
**Wednesday, November 5, 2008 11:59 PM Local Time.**

 **The annual Vannevar Bush Award** is presented annually by the National Science Board to an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."

**Create a new nomination or a reference** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#)

**Work In Progress**

Nominee Name	Type	Date Created	Status	
Robert Jones	Nomination	Jul 15, 2008	Submitted	<a href="#">View Reference Status</a>
<a href="#">Robert Jones</a>	Nomination	Jul 15, 2008	In Progress	<a href="#">View Reference Status</a>
<a href="#">Robert Jones</a>	Reference	Jul 15, 2008	In Progress	

Figure 2 Vannevar Bush Award screen. The reference title link is circled.

3. Click the title of the reference (Figure 2). The **Reference Form** screen displays (Figure 3).

**Vannevar Bush Award** | MAIN ▶

[Prepare A New Nomination](#) [Prepare A New Reference](#)

[Instructions for Preparing Reference](#) | [View Saved Reference](#)

**New data will only be saved if you click the "Save" or "Save and Continue" buttons.**

**NOMINEE INFORMATION**

\* Required Field

\* First Name:  \* Last Name:

\* Organization:

**NOMINEE DESCRIPTION**

**3 SUBMIT REFERENCE**

Figure 3 Reference Form screen. The View Saved Reference link is circled.

- Click **View Saved Reference** (Figure 3). The **View Entire Reference** screen displays (Figure 4).

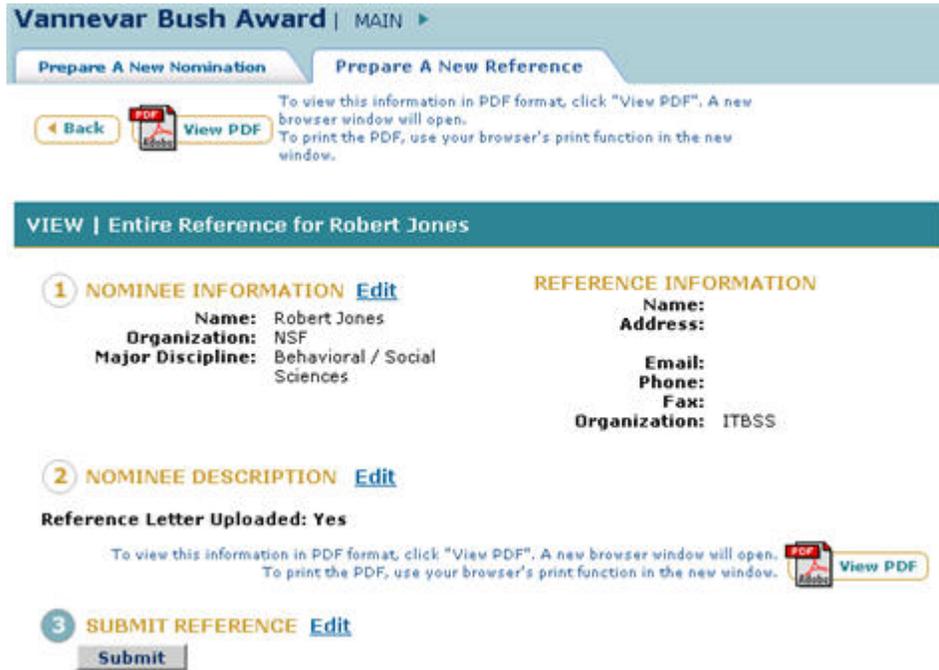


Figure 4 View Entire Reference screen. The Submit button is circled.

- Click the **Submit** button (Figure 4). The **Confirm Award Reference Submission** screen displays (Figure 5).

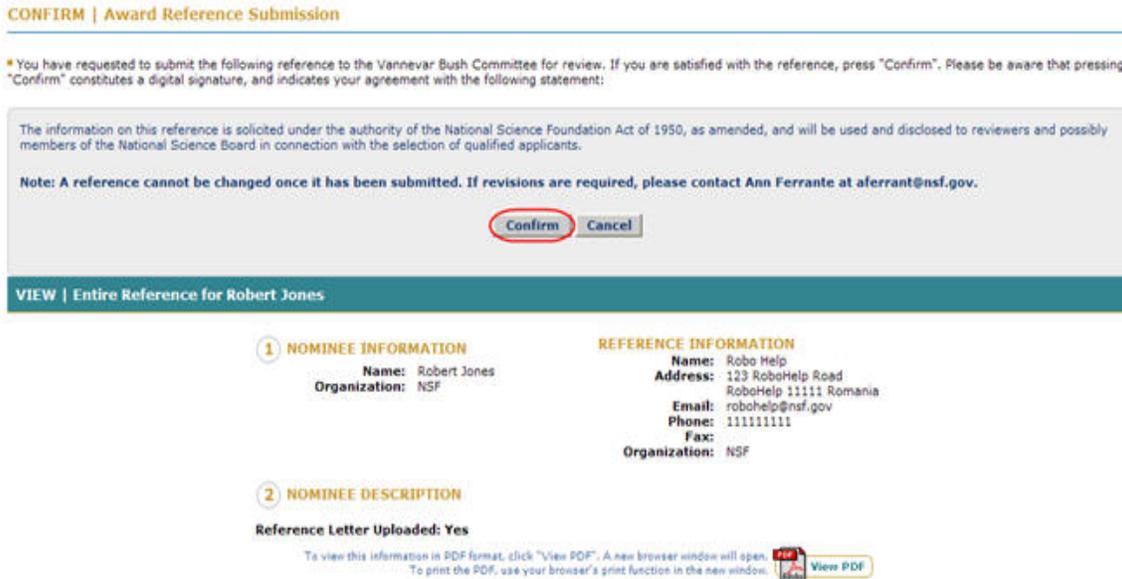


Figure 5 Confirm Award Reference Submission screen. The Confirm button is circled.

- Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6).



Figure 6 Confirmation screen.

7. Click **Back to Award Homepage** (Figure 6). The **Vannevar Bush Award** screen displays (Figure 7) with the reference listed with the status of Submitted.

The screenshot shows the Vannevar Bush Award application interface. At the top, there are two tabs: "Prepare A New Nomination" and "Prepare A New Reference". Below the tabs, a deadline notice reads: "DEADLINE FOR NOMINATIONS AND REFERENCE LETTERS: Wednesday, November 5, 2008 11:59 PM Local Time." A circular portrait of Vannevar Bush is shown next to a paragraph describing the award. Below this, there is a section titled "Work In Progress" containing a table with columns for Nominee Name, Type, Date Created, Status, and a "View Reference Status" link. The table lists three entries for Robert Jones: one with status "Submitted", one with status "In Progress", and one with status "Submitted" (circled in red).

Nominee Name	Type	Date Created	Status	
Robert Jones	Nomination	Jul 15, 2008	Submitted	<a href="#">View Reference Status</a>
<a href="#">Robert Jones</a>	Nomination	Jul 15, 2008	In Progress	<a href="#">View Reference Status</a>
Robert Jones	Reference	Jul 15, 2008	Submitted	

Figure 7 Vannevar Bush Award screen with the reference listed with the status of Submitted.

## View a Reference for the Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).

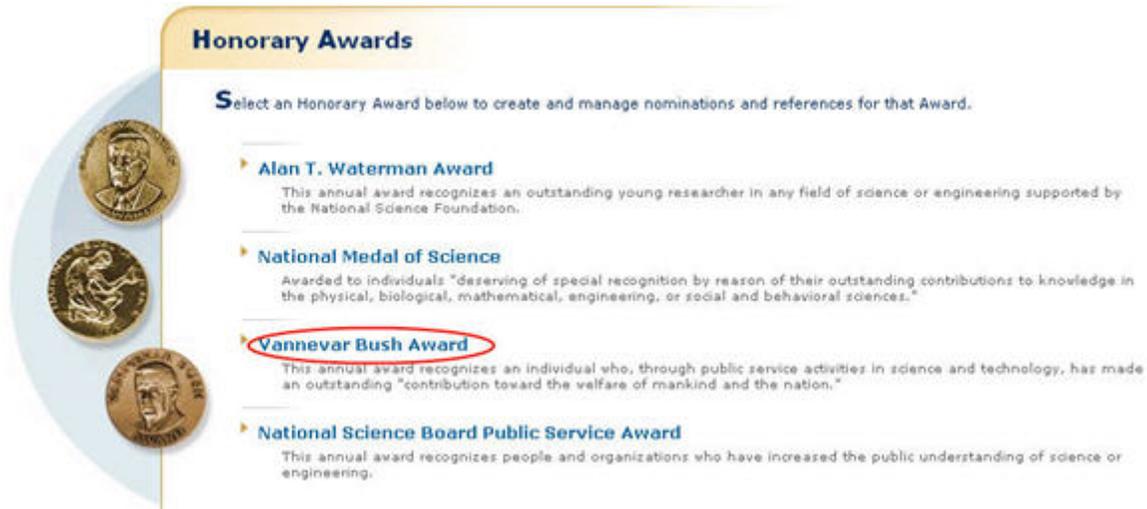


Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2).

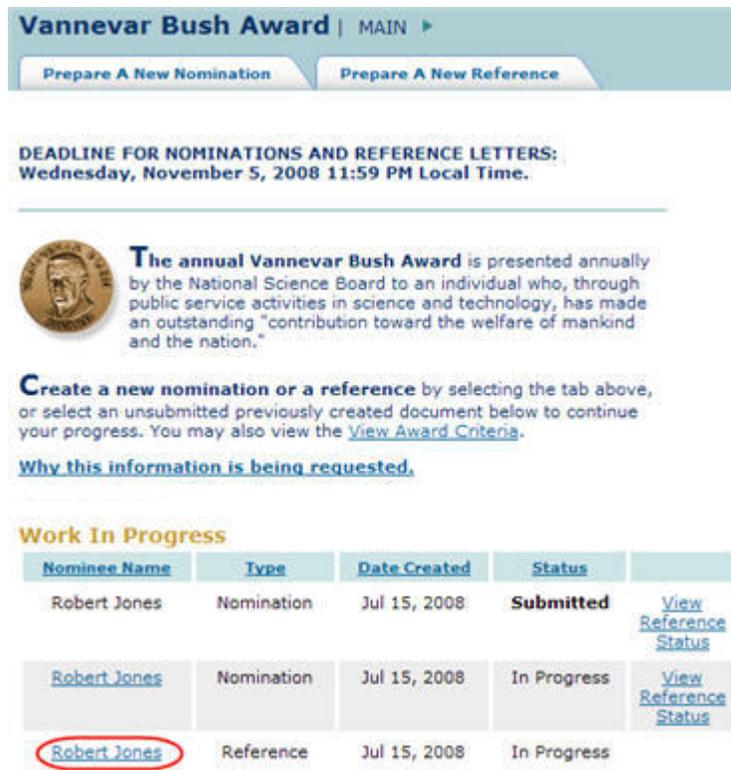


Figure 2 Vannevar Bush Award screen. The reference title link is circled.

3. Click the title of the reference (Figure 2). The **Reference Form** screen displays (Figure 3).

Vannevar Bush Award | MAIN ▶

Prepare A New Nomination Prepare A New Reference

[Instructions for Preparing Reference](#) | [View Saved Reference](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

\* Required Field

\* First Name: Robert \* Last Name: Jones

\* Organization: NSF

Save Save and Continue

**NOMINEE DESCRIPTION**

**3 SUBMIT REFERENCE**

Figure 3 Reference Form screen. The View Saved Reference link is circled.

4. Click **View Saved Reference** (Figure 3). The **View Entire Reference** screen displays with the text you have entered (Figure 4).

Prepare A New Nomination Prepare A New Reference

Back View PDF To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

**VIEW | Entire Reference for Robert Jones**

**1 NOMINEE INFORMATION Edit**

**Name:** Robert Jones  
**Organization:** NSF  
**Major Discipline:** Mathematics / Computer Science

**REFERENCE INFORMATION**

**Name:** Lynne Madison  
**Address:** 1409 N. Front St.  
Harrisburg, PA 17101  
**Email:** test@test.org  
**Phone:** 1231231234  
**Fax:**  
**Organization:** NSF

**2 NOMINEE DESCRIPTION Edit**

**Reference Letter Text**

Please type or cut and paste your reference letter here.

**3 SUBMIT REFERENCE Edit**

Submit

Figure 4 View Entire Reference screen.

## View the Reference in PDF for the Vannevar Bush Award

1. Access the **View Entire Reference** screen (Figure 1) (see [View Entire Reference](#)).

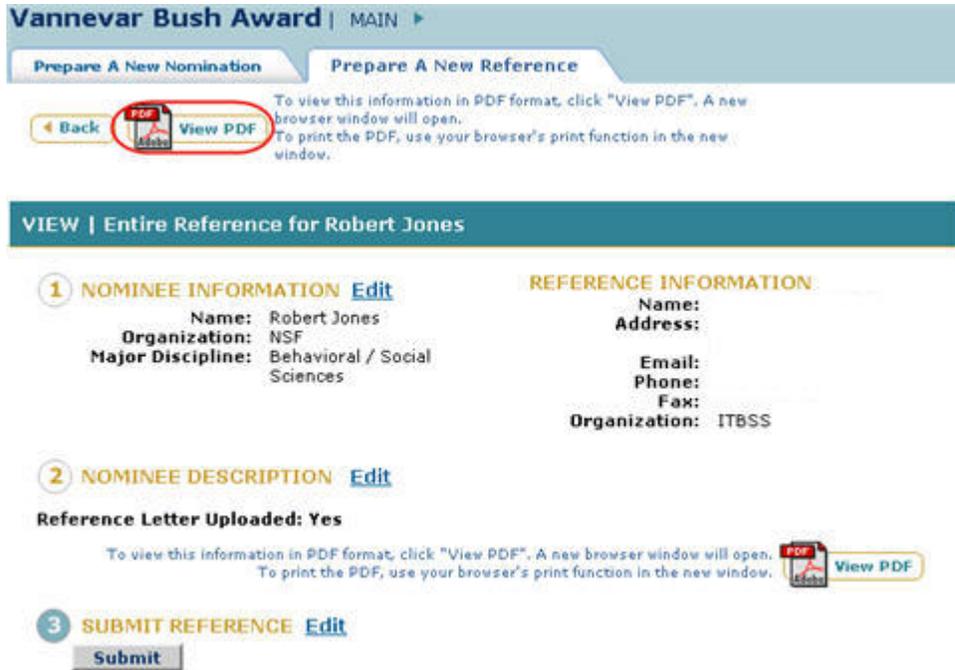
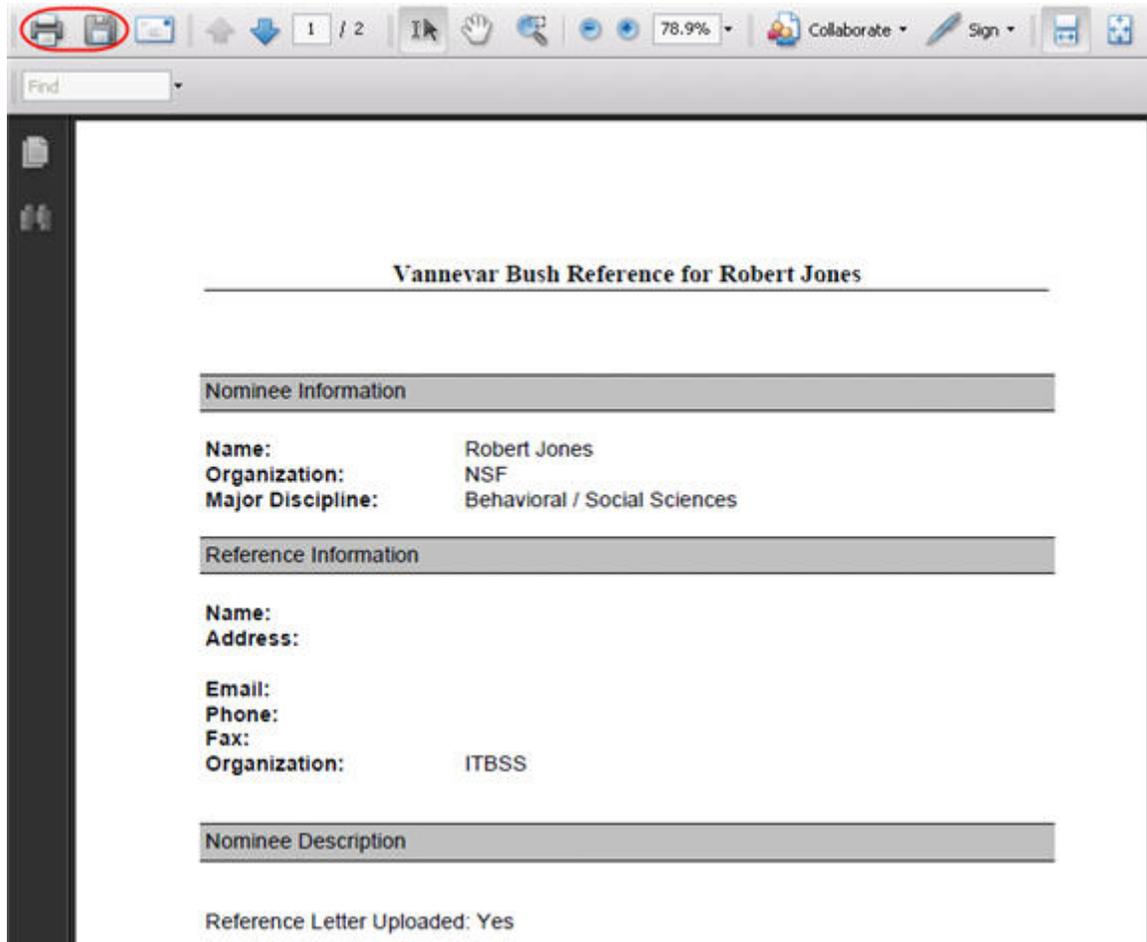


Figure 1 View Entire Reference screen. The View PDF link is circled.

2. On the **View Entire Reference** screen (Figure 1), click **View PDF**. The reference displays in PDF format in a new window (Figure 2).



**Figure 2 Reference in PDF format in a new window. The Save and Print icons are circled.**

3. Click the **Save** icon (Figure 2) to save the reference to your computer.
4. Click the **Print** icon (Figure 2) to print the reference.

## Public Service Award

### National Science Board Public Service Award Introduction

The National Science Board Public Service Award is given annually in recognition of people and organizations who have increased the public understanding of science or engineering.

You have the following options in preparing a Public Service Award:

Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



**Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.**

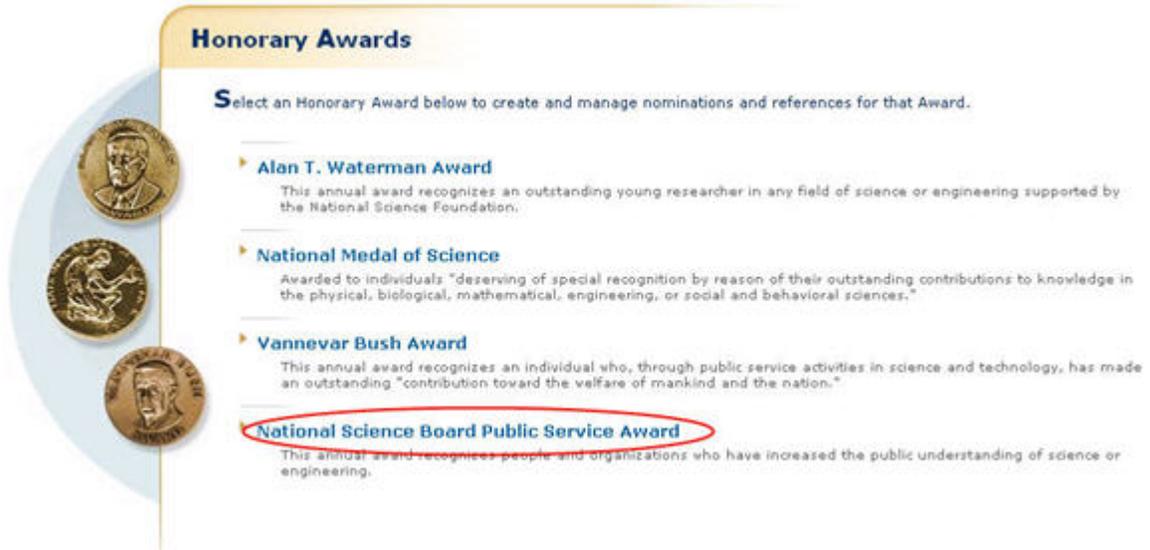
On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The user is redirected to the National Science Board website

## National Science Board Public Service Award Introduction

The National Science Board Public Service Award is given annually in recognition of people and organizations who have increased the public understanding of science or engineering.

You have the following options in preparing a Public Service Award:

Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



**Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.**

On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The user is redirected to the National Science Board website



## Find Background Information on Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2).

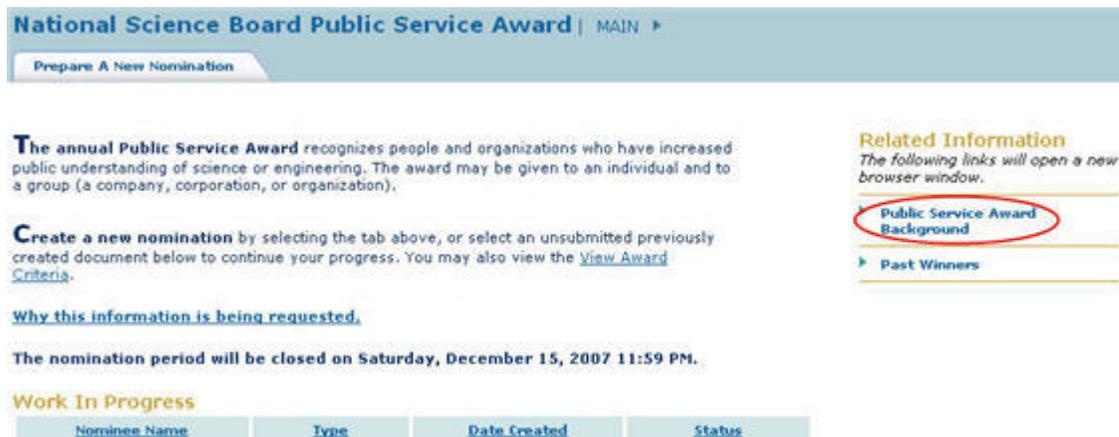


Figure 2 National Science Board Public Service Award screen. The Public Service Award Background link is circled.

3. Click **Public Service Award Background** (Figure 2). The **Public Service Award** screen displays (Figure 3) in a new window with the background information on the award.

**Figure 3 Public Service Award screen.**

## Past Winners of the Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2).



Figure 2 National Science Board Public Service Award screen. The Past Winners link is circled.

3. Click **Past Winners** (Figure 2). The **Public Service Award Recipients** screen displays (Figure 3) in a new window.

**Figure 3 Public Service Award Recipients screen.**

## Individual Nomination for Public Service Award

# Prepare an Individual Nomination for the Public Service Award

In preparing and submitting a nomination for the Public Service Award, you can conduct the following activities:

- [Complete the Individual Nomination Form](#)
- [Submit an individual nomination](#)
- [Save an individual nomination](#)
- [Edit a saved individual nomination](#)
- [View the individual nomination](#)
- [View the individual nomination in PDF](#)
- [Submit a saved individual nomination](#)

## Prepare an Individual Nomination for the Public Service Award

In preparing and submitting a nomination for the Public Service Award, you can conduct the following activities:

- [Complete the Individual Nomination Form](#)
- [Submit an individual nomination](#)
- [Save an individual nomination](#)
- [Edit a saved individual nomination](#)
- [View the individual nomination](#)
- [View the individual nomination in PDF](#)
- [Submit a saved individual nomination](#)

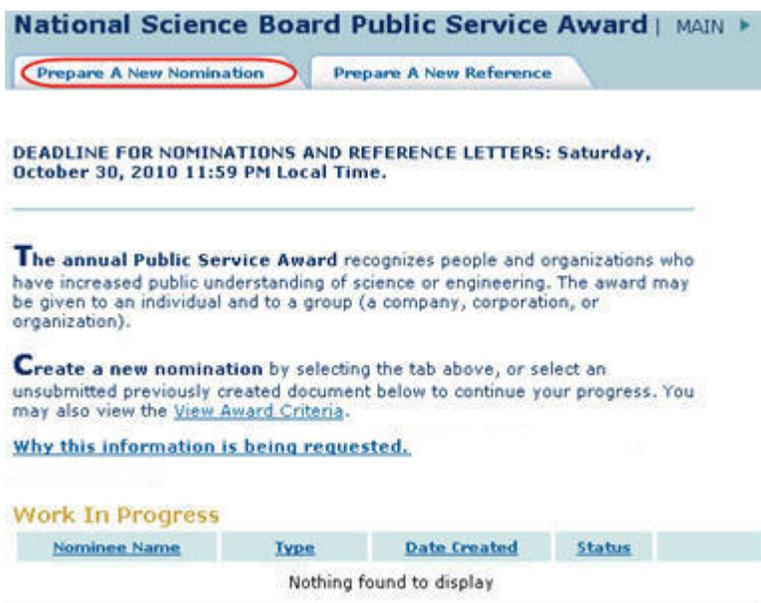
## Complete the Individual Nomination Form for the Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2).



**Figure 2 National Science Board Public Service Award screen. The Prepare a New Nomination tab is circled.**

3. Click the **Prepare a Nomination** tab (Figure 2). The **Instructions for Preparing a Nomination** screen displays (Figure 3) with general instructions for completing the nomination.

#### Instructions for Preparing a Nomination

To proceed to the nomination entry form, you must first familiarize yourself with the award criteria by clicking the 'view award criteria' button at the bottom of the page. You may also find it useful to review nomination information requirements ([View Nomination Form Description](#)) before proceeding.

- There are five steps in the nomination creation process for the Public Service Award (individual nomination) and three steps for group nominations. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step of the nomination. Fields marked with an asterisk (\*) are mandatory. Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the nomination can be accessed from the Public Service Award homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your nomination to the Public Service Award Committee Manager for review.
- You may copy and paste unformatted text from documents on your computer into any text fields you see on the online nomination forms. Please note that copying text from word processing applications such as Microsoft Word may insert characters that are not recognized by standard HTML character sets. To convert a document into ASCII text, you may specify the "text only" option when saving your document.
- As a nominator, you are responsible for ensuring that your references submit their information in a timely fashion. Please inform your references of the exact spelling of your nominee's name and the designated discipline. This will allow the system to automatically link the references to the nomination.
- Nominations deemed acceptable by the award officers may be carried over for a period of three years, including the year of nomination. After that time, it is possible to renominate the candidate for later consideration, if he or she is still eligible.
- **Note:** A nomination cannot be changed once it has been submitted. If revisions are required, please contact Ann Ferrante.

**Contact:** Please contact Ann Ferrante, [aferrant@nsf.gov](mailto:aferrant@nsf.gov), 703-292-4520, the NSB Honorary Awards Manager for the Vannevar Bush Award and NSB Public Service Award.

[← Back](#)

[View Award Criteria](#)

**Figure 3 Instructions for Preparing a Nomination screen. The View Nomination Form Description link is circled.**

4. To see the form requirements, click **View Nomination Form Description** (Figure 3). The **Nomination Form Description** screen displays (Figure 4) with a listing of all the components of the Nomination Form.

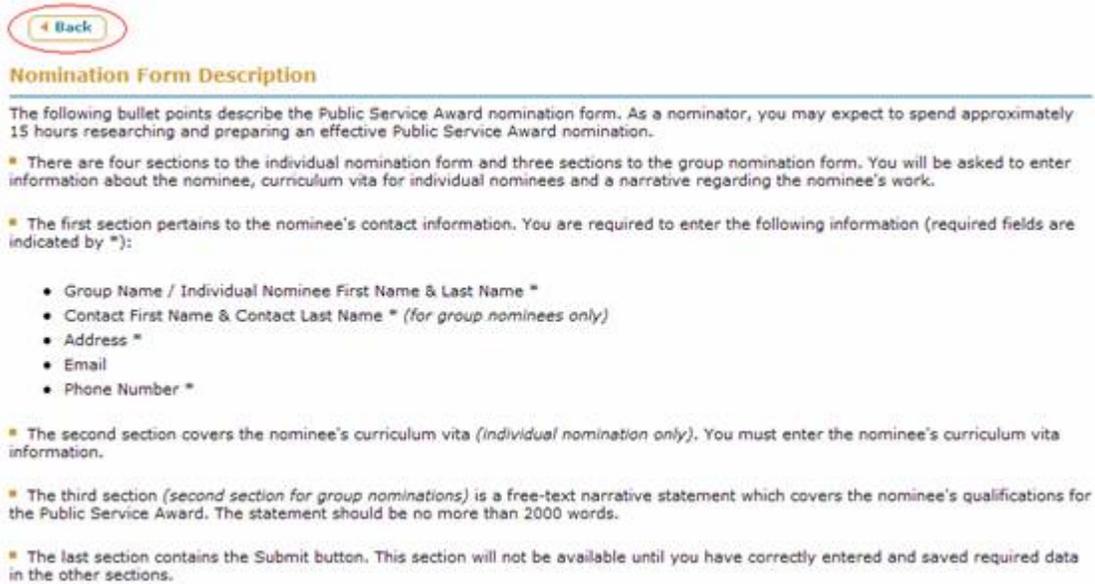


Figure 4 Nomination Form Description screen. The Back link is circled.

5. Click the **Back** button (Figure 4). The **Instructions for Preparing a Nomination** screen displays (Figure 5).

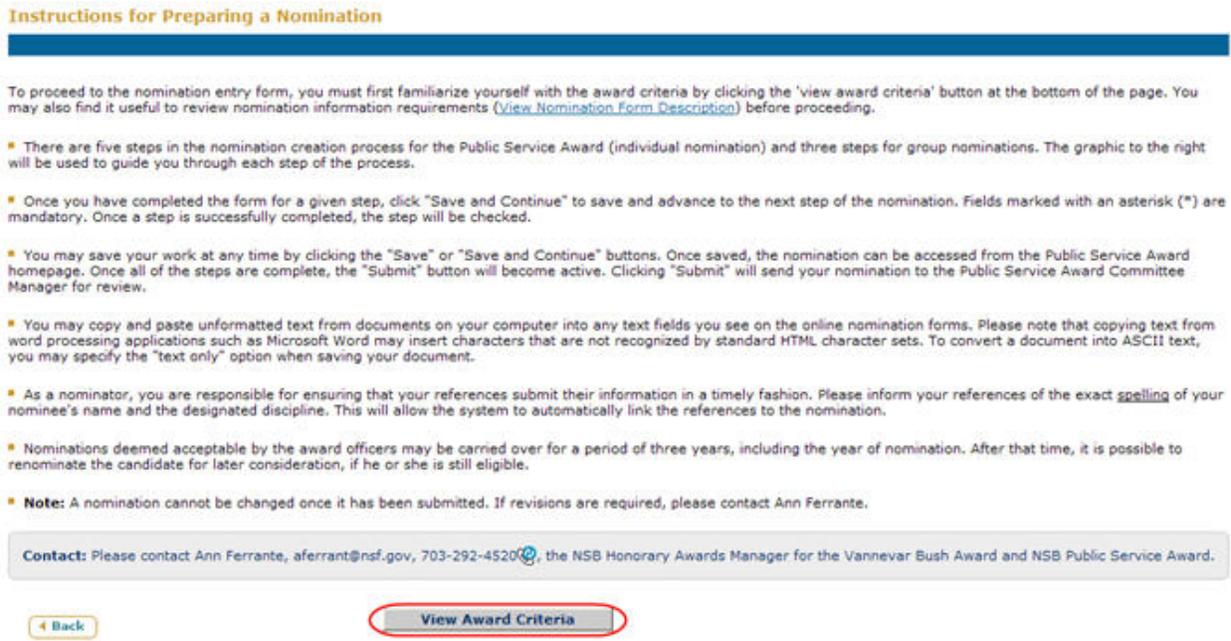


Figure 5 Instructions for Preparing a Nomination screen. The View Award Criteria button is circled.

6. Click the **View Award Criteria** button (Figure 5). The **Award Selection Criteria** displays (Figure 6).

# Complete the Individual Nomination Form for the Public Service Award

## Award Selection Criteria

▪ Candidates for the individual and group (company, corporation, or organization) award must have made contributions to public service in areas other than research, and should meet one or more of the following:

- a. Increased the public's understanding of the processes of science and engineering through scientific discovery, innovation, and its communication to the public.
- b. Encouraged others to help raise the public understanding of science and technology
- c. Promoted the engagement of scientists and engineers in public outreach and scientific literacy
- d. Contributed to the development of broad science and engineering policy and its support
- e. Influenced and encouraged the next generation of scientists and engineers
- f. Achieved broad recognition outside of the candidate's area of specialization
- g. Fostered awareness of science and technology among broad segments of the population

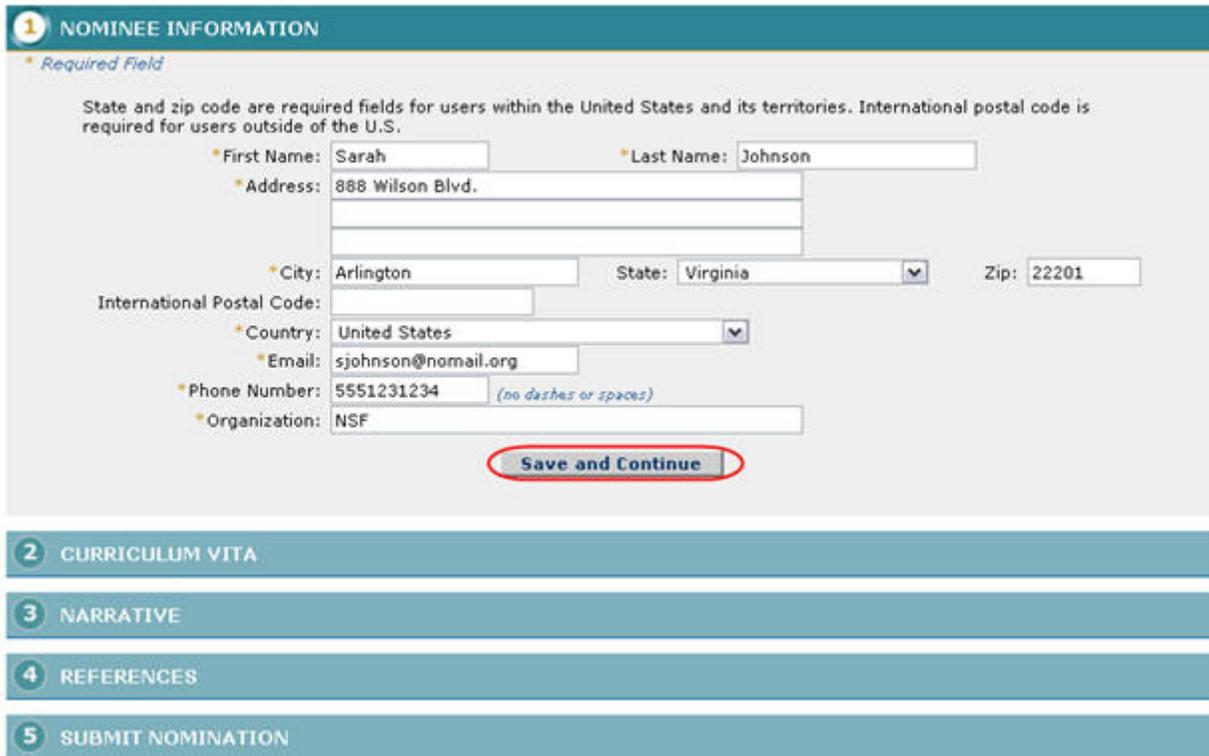
▪ All nominations must be in conformance with the eligibility requirements stated above. All nominations and renominations must be submitted no later than 11:59 PM Saturday, December 15, 2007.



Figure 6 Award Selection Criteria screen. The Create Individual Nomination button is circled.

7. Click the **Create Individual Nomination** button (Figure 6). The **Nomination Form** screen displays (Figure 7) with the **Nomination Information** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.



**1** NOMINEE INFORMATION

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name: Sarah \* Last Name: Johnson

\* Address: 888 Wilson Blvd.

\* City: Arlington State: Virginia Zip: 22201

International Postal Code:

\* Country: United States

\* Email: sjohnson@nomail.org

\* Phone Number: 5551231234 (no dashes or spaces)

\* Organization: NSF

**Save and Continue**

**2** CURRICULUM VITA

**3** NARRATIVE

**4** REFERENCES

**5** SUBMIT NOMINATION

Figure 7 Nominee Information section of the Nomination Form screen. The Save and Continue button is circled.

8. In the **Nomination Information** section (Figure 7), enter the following information about the nominee in the appropriate boxes:
  - First name
  - Last name

- Address
  - City
  - State
  - Zip Code
  - International postal code (optional)
  - Country
  - Email address (optional)
  - Phone number
  - Organization
9. Click the **Save and Continue** button (Figure 7). The **Nomination Form** screen displays (Figure 8) with the **Curriculum Vita** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

The screenshot shows a web interface with a teal header bar containing a checkmark icon and the text "NOMINEE INFORMATION". Below this is a section titled "2 CURRICULUM VITA" with a "Required Field" indicator. The text instructs the user to upload a curriculum vita (without publications) of the nominee, limited to three pages, and provides links for supported file formats and NSF help desk. Below the text, it states "Curriculum Vita Uploaded: No". There is a text input field containing "C:\Documents and Settings\k", followed by a "Browse..." button and an "Upload" button which is circled in red. At the bottom of the section are "Save" and "Save and Continue" buttons. Below the Curriculum Vita section are three more teal header bars: "3 NARRATIVE", "4 REFERENCES", and "5 SUBMIT NOMINATION".

**Figure 8 Curriculum Vita section of the Nomination Form screen. The Upload button is circled.**

10. Browse to and upload the curriculum vita of the nominee (Figure 8).

## Complete the Individual Nomination Form for the Public Service Award

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

The screenshot shows a web form interface with a teal header bar at the top containing a checkmark icon and the text "NOMINEE INFORMATION". Below this is a section titled "2 CURRICULUM VITA" with a yellow star icon and the text "Required Field". The main content area is light gray and contains the following text: "Curriculum Vita", "Please upload the curriculum vita (without publications) of the nominee for this award. Please limit to three pages. Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).", "Curriculum Vita Uploaded: Yes", and "To delete the uploaded curriculum vita, click the 'Delete' button. To replace a previously-uploaded document with a new document, delete the previously-uploaded document, then you will get an upload option." Below this text is a "Delete" button. Further down, there is a "View PDF" button with a PDF icon. At the bottom of the section are two buttons: "Save" and "Save and Continue", with the latter being circled in red. Below the Curriculum Vita section are three more teal header bars: "3 NARRATIVE", "4 REFERENCES", and "5 SUBMIT NOMINATION".

**Figure 9 Curriculum Vita section of the Nomination Form screen. The Save and Continue button is circled.**

11. Click the **Save and Continue** button (Figure 9). (You can also click the **Save** button to save the form to complete it later.) The **Nomination Form** screen displays (Figure 10) with the **Narrative** section opened.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

The screenshot shows a web form with a teal header bar at the top containing a checkmark icon and the text "NOMINEE INFORMATION". Below this is another teal bar with a checkmark icon and "CURRICULUM VITA". The main content area has a teal bar with a circled number "3" and the word "NARRATIVE". Below this bar, there is a red asterisk icon followed by the text "Required Field". The main text area contains the following instructions: "Please enter a narrative statement describing the nominee's qualifications for the NSB Public Service Award, according to the award selection criteria below. Please limit to five pages." Below this is a section titled "Selection Criteria:" followed by a bulleted list of six criteria. Further down, there is a paragraph of text about supported word-processors and a link to "Supported File Formats". Below that, it says "Narrative Uploaded: No". At the bottom of the form, there is a text input field containing "C:\Documents and Settings\k", a "Browse..." button, and an "Upload" button which is circled in red. Below the input field are two buttons: "Save" and "Save and Continue".

Figure 10 Narrative section of the Nomination Form screen. The Upload button is circled.

12. In the **Narrative** section (Figure 10), browse to and upload the Narrative.

## Complete the Individual Nomination Form for the Public Service Award

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**3 NARRATIVE**

*\* Required Field*

**Please enter a narrative statement describing the nominee's qualifications for the NSB Public Service Award, according to the award selection criteria below. Please limit to five pages.**

**Selection Criteria:**

- Increased the public's understanding of the processes of science and engineering through scientific discovery, innovation, and its communication to the public.
- Encouraged others to help raise the public understanding of science and technology.
- Promoted the engagement of scientists and engineers in public outreach and scientific literacy.
- Contributed to the development of broad science and engineering policy and its support.
- Influenced and encouraged the next generation of scientists and engineers.
- Achieved broad recognition outside of the candidate's area of specialization.
- Fostered awareness of science and technology among broad segments of the population

Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

**Narrative Uploaded: Yes**

To delete the uploaded Narrative, click the "Delete" button. To replace a previously-uploaded document with a new document, delete the previously-uploaded document, then you will get an upload option.

[Delete](#)

To view this essay in PDF format, click "View PDF". A new browser window will open.  
To print the PDF, use your browser's print function in the new window.  [View PDF](#)

[Save](#) [Save and Continue](#)

**4 REFERENCES**

**5 SUBMIT NOMINATION**

**Figure 11 Narrative section of the Nomination Form screen. Save and Continue is circled.**

13. Click the Save and Continue button (Figure 11). The **Nomination Form** displays with the **References** section open.
14. In the **References** section (Figure 12), fill in the references information.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

- NOMINEE INFORMATION
- CURRICULUM VITA
- NARRATIVE
- REFERENCES

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

Please identify three references who are familiar with the the nominee's achievements, and who are not from the nominee's home institution.

The system will automatically send an email to these reference writers to notify them that their assistance is requested when the information is saved the first time. You are responsible for contacting references to ensure that they complete their submissions by the deadline date.

**Reference 1:** [Remove Reference 1 \(John Smith\)](#)

\*First Name:  \*Last Name:   
\*Address:   
  
\*City:  State:  Zip:   
International Postal Code:   
\*Country:   
\*Email:   
\*Phone Number:  (no dashes or spaces)  
Fax Number:  (no dashes or spaces)  
\*Organization:

**Reference 2:** [Remove Reference 2 \(Jane Doe\)](#)

\*First Name:  \*Last Name:   
\*Address:   
  
\*City:  State:  Zip:   
International Postal Code:   
\*Country:   
\*Email:   
\*Phone Number:  (no dashes or spaces)  
Fax Number:  (no dashes or spaces)  
\*Organization:

**Reference 3:** [Remove Reference 3 \(Art Jones\)](#)

\*First Name:  \*Last Name:   
\*Address:   
  
\*City:  State:  Zip:   
International Postal Code:   
\*Country:   
\*Email:   
\*Phone Number:  (no dashes or spaces)  
Fax Number:  (no dashes or spaces)  
\*Organization:

- 5 SUBMIT NOMINATION

**Figure 12** References section of the **Nomination Form** screen. **Save and Continue** is circled.

13. Click the Save and Continue button (Figure 12). The **Nomination Form** displays with the **Submit** section open.

You have now completed the Nomination form. You have these options:

- Save the nomination to edit it or submit it later
- Submit the nomination

## Submit an Individual Nomination for the Public Service Award

1. Access the **Nomination Form** screen (Figure 1) with the **Submit Nomination** section open (see [Complete the Nomination Form](#)).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

NOMINEE INFORMATION

CURRICULUM VITA

NARRATIVE

REFERENCES

**5** SUBMIT NOMINATION

\* Required Field

You have completed all of the steps necessary to submit this nomination. If you are ready to submit, you may click "Submit". If you would like to continue editing the nomination, you may navigate to any of the steps by clicking on the banner links.

**Submit**

Figure 1 Nomination Form screen. The Submit button is circled.

2. Click the **Submit** button (Figure 1). The **Confirm Award Nomination Submission** screen displays (Figure 2).

### CONFIRM | Award Nomination Submission

\* You have requested to submit the following nomination to the Public Service Award Committee for review. If you are satisfied with the nomination, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

The information on this nomination is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.

**Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact Ann Ferrante at [aferrant@nsf.gov](mailto:aferrant@nsf.gov).**

**Confirm** Cancel

VIEW | Entire Nomination for Sarah Johnson

#### 1 NOMINEE INFORMATION

**Name:** Sarah Johnson  
**Address:** 888 Wilson Blvd  
Arlington, VA 22201  
US  
**Email:** ctwitty@nsf.gov  
**Phone:** 1111111111  
**Fax:**  
**Organization:** NSF

Figure 2 Confirm Award Nomination Submission screen. The Confirm button is circled.

3. Click the **Confirm** button (Figure 2). The **Confirmation** screen displays (Figure 3) with the message that the nomination has been submitted.



Figure 3 Confirmation screen.

4. Click the **Back to Award Homepage** (Figure 3). The **Public Service Award** screen displays (Figure 4) with the nomination listed with the status of **Submitted**.



Figure 4 Public Service Award screen with the nomination listed with the status of Submitted.

## Save an Individual Nomination for the Public Service Award

After you have completed at least the first section of a nomination, you can save it for future work.

1. Access the **Nomination Form** screen (Figure 1) and complete at least the first section of the nomination (see [Complete the Nomination Form](#)).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

The screenshot displays a web form titled "1 NOMINEE INFORMATION". A note states: "State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S." The form contains several fields, many marked with an asterisk as required:

- \* First Name: Sarah
- \* Last Name: Johnson
- \* Address: 888 Wilson Blvd.
- \* City: Arlington
- State: Virginia (dropdown menu)
- Zip: 22201
- International Postal Code: (empty field)
- \* Country: United States (dropdown menu)
- \* Email: sjohnson@nomail.org
- \* Phone Number: 5551231234 (no dashes or spaces)
- \* Organization: NSF

At the bottom of the form, a button labeled "Save and Continue" is circled in red. Below the form are five horizontal tabs: "2 CURRICULUM VITA", "3 NARRATIVE", "4 REFERENCES", and "5 SUBMIT NOMINATION".

**Figure 1** Nomination Form screen open to the Nominee Information section. The Save and Continue button is circled.

2. On the **Nomination Form** screen (Figure 1), click the **Save and Continue** button. The nomination is saved and is now listed on the **National Science Board Public Service Award** screen (Figure 2) with the status of **In Progress**.

**National Science Board Public Service Award** | MAIN ▶

[Prepare A New Nomination](#)

**The annual Public Service Award** recognizes people and organizations who have increased public understanding of science or engineering. The award may be given to an individual and to a group (a company, corporation, or organization).

**Create a new nomination** by selecting the above tab, or select a previously created document below to continue your progress.

[Why this information is being requested.](#)

**The nomination period will be closed on Saturday, December 15, 2007 11:59 PM.**

**Work In Progress**

<u>Nominee Name</u>	<u>Type</u>	<u>Date Created</u>	<u>Status</u>
<u><a href="#">Sarah Johnson</a></u>	Individual Nomination	May 21, 2007	In Progress

**Figure 2 National Science Board Public Service Award screen with the saved nomination listed with the status of In Progress.**

## Edit a Saved Individual Nomination for the Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



**Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.**

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2) with the saved nomination listed in the **Work in Progress** section.



**Figure 2 National Science Board Public Service Award screen. The link to the saved nomination is circled.**

3. Click the nomination title (Figure 3). The **Nomination Form** screen displays (Figure 3) with the **Nominee Information** section open. On this screen, you can edit any section

by clicking on the section title and then clicking the **Save and Continue** button or the **Save** button (see [Complete the Nomination Form](#), Step 8 through Step 12, for detailed instructions on each section).

**New data will only be saved if you click the "Save" or "Save and Continue" buttons.**

**1 NOMINEE INFORMATION**

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name: Sarah \* Last Name: Johnson

\* Address: 888 Wilson Blvd.

\* City: Arlington State: Virginia Zip: 22201

International Postal Code:

\* Country: United States

\* Email: sjohnson@nomail.org

\* Phone Number: 5551231234 (no dashes or spaces)

\* Organization: NSF

**Save and Continue**

**2 CURRICULUM VITA**

**3 NARRATIVE**

**4 REFERENCES**

**5 SUBMIT NOMINATION**

**Figure 3** Nomination Form screen with the Nomination Information section open.

## View an Individual Nomination for the Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2).



Figure 2 National Science Board Public Service Award screen. The link to the saved nomination is circled.

3. Click the nomination title (Figure 3). The **Nomination Form** screen displays (Figure 3).

**National Science Board Public Service Award** | MAIN ▶

Prepare A New Nomination

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

### NOMINEE INFORMATION

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name: Sarah      \* Last Name: Johnson

\* Address: 888 Wilson Blvd.

\* City: Arlington      State: Virginia      Zip: 22201

International Postal Code:

\* Country: United States

Email:

\* Phone Number: 5551231234 (no dashes or spaces)

\* Organization: NSF

**Save and Continue**

2 CURRICULUM VITA

3 NARRATIVE

4 SUBMIT NOMINATION

**Figure 3** Nomination Form screen. The View Saved Nomination link is circled.

4. Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 4). You can edit from this screen also by clicking the **Edit** button for any section (see Complete the Nomination Form, Step 8 through Step 12, for detailed instructions on each section).

[← Back](#)  [View PDF](#) To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

## VIEW | Entire Nomination for Sarah Johnson

### 1 NOMINEE INFORMATION [Edit](#)

**Contact Name:** Sarah Johnson  
**Address:** 888 Wilson Blvd.  
Arlington, VA 22201  
United States  
**Email:** sjohnson@nomail.org  
**Phone:** 5551231234  
**Organization:** NSF

### 2 CURRICULUM VITA [Edit](#)

**Curriculum Vita Uploaded:** Yes

To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

 [View PDF](#)

### 3 NARRATIVE [Edit](#)

**Narrative Uploaded:** Yes

To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

 [View PDF](#)

### 4 REFERENCES [Edit](#)

**Name:** John Smith  
**Organization:** USC  
**Email:** jsmith@nomail.gov

**Name:** Jane Doe  
**Organization:** Yale University  
**Email:** jdoe@sandb.edu

**Name:** Art Jones  
**Organization:** GMU  
**Email:** ajones@gmu.edu

### 5 SUBMIT NOMINATION

[Submit](#)

Figure 4 View Entire Nomination screen.

## View an Individual Nomination in PDF for the Public Service Award

1. Access the **View Entire Nomination** screen (Figure 1) (see [View an Individual Nomination](#)).

← Back  View PDF To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

**VIEW | Entire Nomination for Sarah Johnson**

**1 NOMINEE INFORMATION** [Edit](#)

**Contact Name:** Sarah Johnson  
**Address:** 888 Wilson Blvd.  
Arlington, VA 22201  
United States  
**Email:** sjohnson@nomail.org  
**Phone:** 5551231234  
**Organization:** NSF

**2 CURRICULUM VITA** [Edit](#)

**Curriculum Vita Uploaded:** Yes

To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.  [View PDF](#)

**3 NARRATIVE** [Edit](#)

**Narrative Uploaded:** Yes

To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.  [View PDF](#)

**4 REFERENCES** [Edit](#)

**Name:** John Smith  
**Organization:** USC  
**Email:** jsmith@nomail.gov

**Name:** Jane Doe  
**Organization:** Yale University  
**Email:** jdoe@sandb.edu

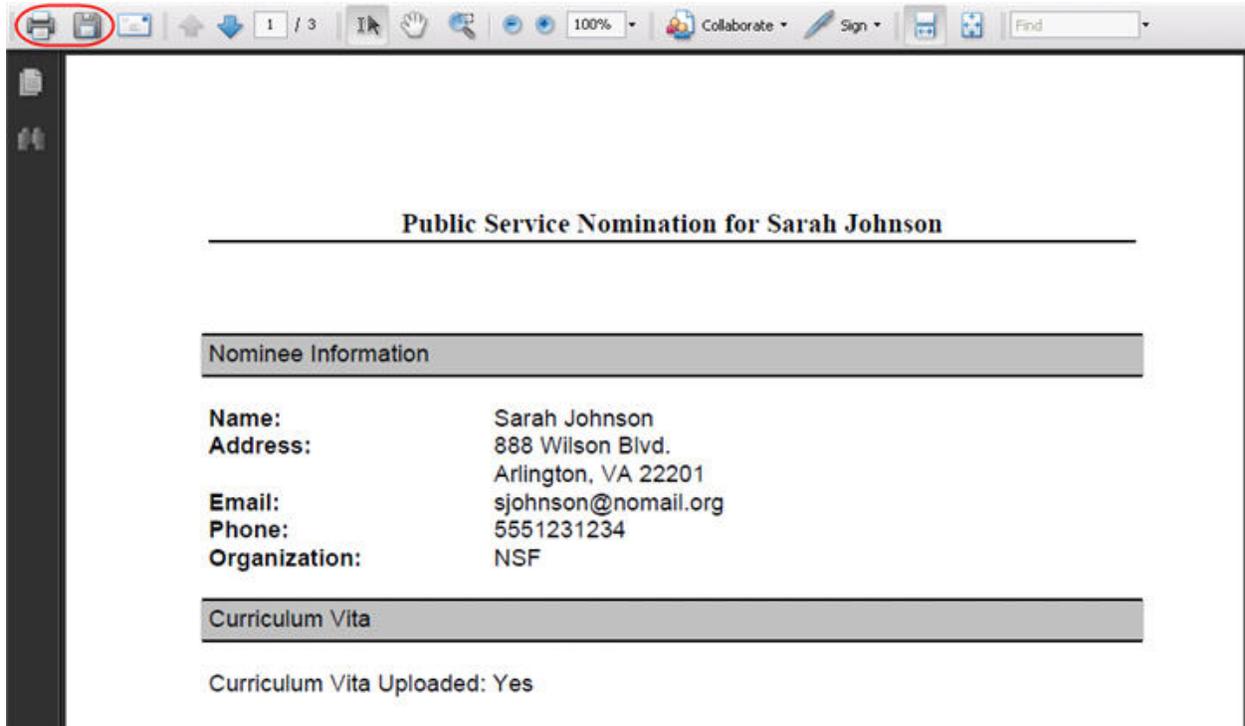
**Name:** Art Jones  
**Organization:** GMU  
**Email:** ajones@gmu.edu

**5 SUBMIT NOMINATION**

[Submit](#)

**Figure 1 View Entire Nomination screen. The View PDF link is circled.**

2. On the **View Entire Nomination** screen (Figure 1), click **View PDF**. The nomination displays in PDF format in a new window (Figure 2).



**Figure 2 Nomination in PDF format in a new window. The Save and Print icons are circled.**

3. Click the **Save** icon (Figure 2) to save the nomination to your computer.
4. Click the **Print** icon (Figure 2) to print the nomination.

## Submit a Saved Individual Nomination for the Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2) with the saved nomination in the **Work in Progress** section.



Figure 2 National Science Board Public Service Award screen. The link to the saved nomination is circled.

3. Click the nomination title (Figure 3). The **Nomination Form** screen displays (Figure 3).

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

### NOMINEE INFORMATION

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name: Sarah      \* Last Name: Johnson

\* Address: 888 Wilson Blvd.

\* City: Arlington      State: Virginia      Zip: 22201

International Postal Code:

\* Country: United States

\* Email: sjohnson@nomain.org

\* Phone Number: 5551231234 *(no dashes or spaces)*

\* Organization: NSF

**Save and Continue**

### CURRICULUM VITA

### NARRATIVE

### REFERENCES

### 5 SUBMIT NOMINATION

**Figure 3** Nomination Form screen. The View Saved Nomination link is circled.

4. Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 4).

# Submit a Saved Individual Nomination for the Public Service Award

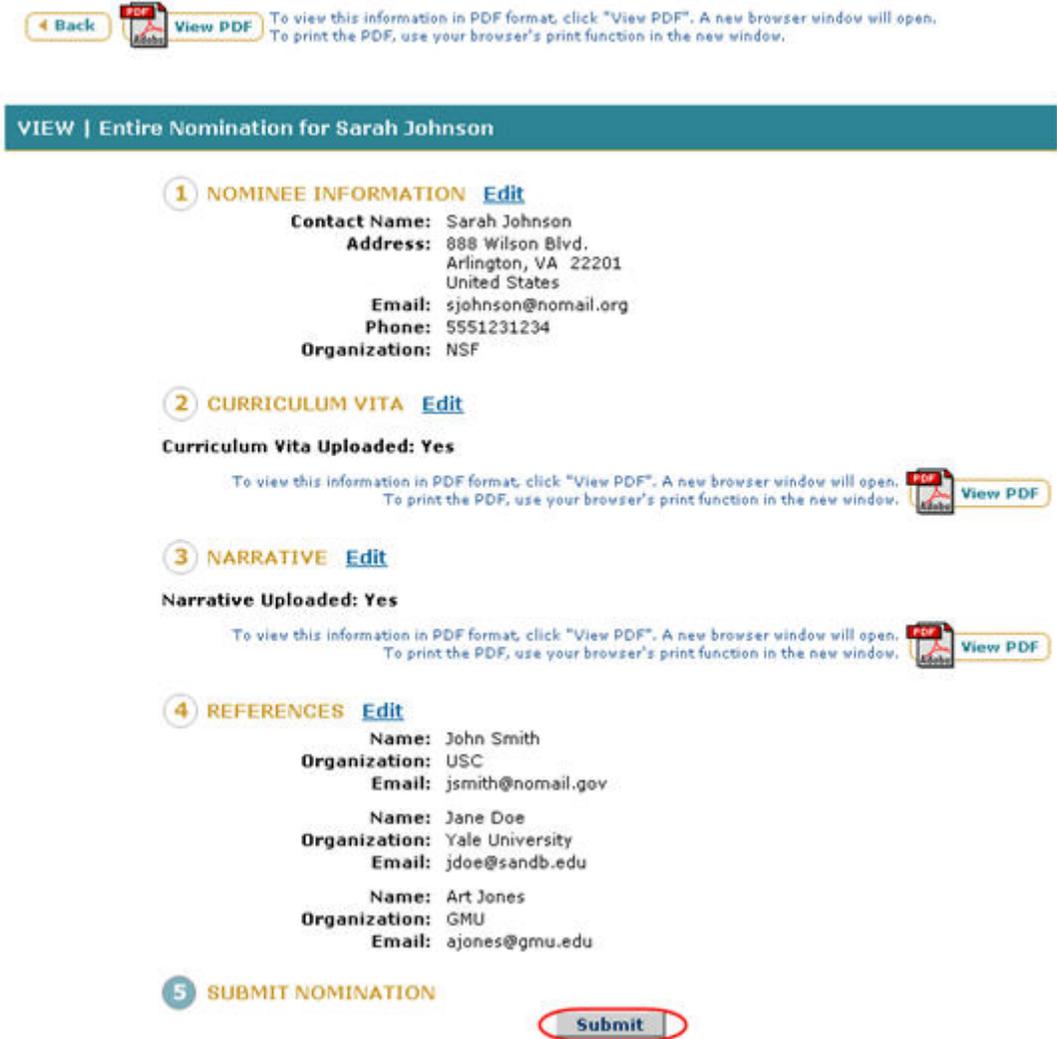


Figure 4 View Entire Nomination screen. The Submit button is circled.

- 5. Click the **Submit** button (Figure 4). The **Confirm Award Nomination Submission** screen displays (Figure 5).

### CONFIRM | Award Nomination Submission

\* You have requested to submit the following nomination to the Public Service Award Committee for review. If you are satisfied with the nomination, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

The information on this nomination is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.

**Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact Ann Ferrante at [aferrant@nsf.gov](mailto:aferrant@nsf.gov).**

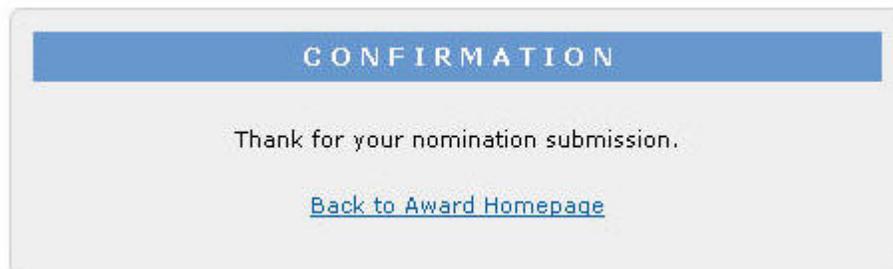
[VIEW](#) | Entire Nomination for Sarah Johnson

**NOMINEE INFORMATION**

<b>Name:</b>	Sarah Johnson
<b>Address:</b>	888 Wilson Blvd Arlington, VA 22201 US
<b>Email:</b>	ctwitty@nsf.gov
<b>Phone:</b>	1111111111
<b>Fax:</b>	
<b>Organization:</b>	NSF

**Figure 5 Confirm Award Nomination Submission screen. The Confirm button is circled.**

6. Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6) with the message that the nomination has been submitted.



**Figure 6 Confirmation screen.**

7. Click **Back to Award Homepage** (Figure 6). The **National Science Board Public Service Award** screen displays (Figure 7) with the nomination listed with the status **Submitted**.

**National Science Board Public Service Award** | MAIN ▶

Prepare A New Nomination

**The annual Public Service Award** recognizes people and organizations who have increased public understanding of science or engineering. The award may be given to an individual and to a group (a company, corporation, or organization).

**Create a new nomination** by selecting the above tab, or select a previously created document below to continue your progress.

[Why this information is being requested.](#)

The nomination period will be closed on Saturday, December 15, 2007 11:59 PM.

**Work In Progress**

<a href="#">Nominee Name</a>	<a href="#">Type</a>	<a href="#">Date Created</a>	<a href="#">Status</a>
Sarah Johnson	Individual Nomination	May 21, 2007	Submitted

Figure 7 National Science Board Public Service Award screen with the nomination now listed with the status of Submitted.

## Group Nomination for Public Service Award

### Prepare a Group Nomination for the Public Service Award

In preparing and submitting a group nomination for the Public Service Award, you can conduct the following activities:

- [Complete the Group Nomination Form](#)
- [Submit a group nomination](#)
- [Save a group nomination](#)
- [Edit a saved group nomination](#)
- [View the entire group nomination](#)
- [View the group nomination in PDF](#)
- [Submit a saved group nomination](#)

## Prepare a Group Nomination for the Public Service Award

In preparing and submitting a group nomination for the Public Service Award, you can conduct the following activities:

- [Complete the Group Nomination Form](#)
- [Submit a group nomination](#)
- [Save a group nomination](#)
- [Edit a saved group nomination](#)
- [View the entire group nomination](#)
- [View the group nomination in PDF](#)
- [Submit a saved group nomination](#)

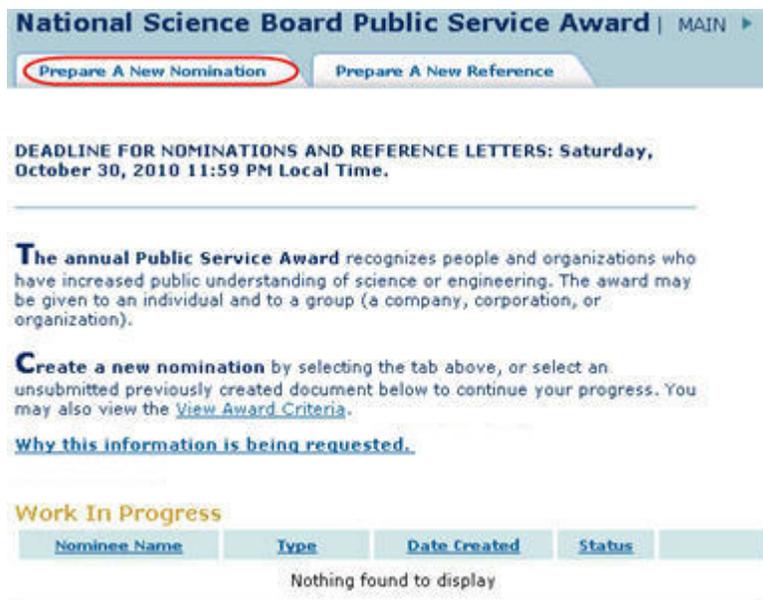
## Complete the Group Nomination Form for the Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2).



**Figure 2 National Science Board Public Service Award screen. The Prepare a New Nomination tab is circled.**

3. Click the **Prepare a Nomination** tab (Figure 2). The **Instructions for Preparing a Nomination** screen displays (Figure 3) with general instructions for completing the nomination.

#### Instructions for Preparing a Nomination

To proceed to the nomination entry form, you must first familiarize yourself with the award criteria by clicking the 'view award criteria' button at the bottom of the page. You may also find it useful to review nomination information requirements ([View Nomination Form Description](#)) before proceeding.

- There are five steps in the nomination creation process for the Public Service Award (individual nomination) and three steps for group nominations. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step of the nomination. Fields marked with an asterisk (\*) are mandatory. Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the nomination can be accessed from the Public Service Award homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your nomination to the Public Service Award Committee Manager for review.
- You may copy and paste unformatted text from documents on your computer into any text fields you see on the online nomination forms. Please note that copying text from word processing applications such as Microsoft Word may insert characters that are not recognized by standard HTML character sets. To convert a document into ASCII text, you may specify the "text only" option when saving your document.
- As a nominator, you are responsible for ensuring that your references submit their information in a timely fashion. Please inform your references of the exact spelling of your nominee's name and the designated discipline. This will allow the system to automatically link the references to the nomination.
- Nominations deemed acceptable by the award officers may be carried over for a period of three years, including the year of nomination. After that time, it is possible to renominate the candidate for later consideration, if he or she is still eligible.
- **Note:** A nomination cannot be changed once it has been submitted. If revisions are required, please contact Ann Ferrante.

**Contact:** Please contact Ann Ferrante, [aferrant@nsf.gov](mailto:aferrant@nsf.gov), 703-292-4520, the NSB Honorary Awards Manager for the Vannevar Bush Award and NSB Public Service Award.

[← Back](#)

[View Award Criteria](#)

**Figure 3 Instructions for Preparing a Nomination screen. The View Nomination Form Description link is circled.**

4. To see the form requirements, click **View Nomination Form Description** (Figure 3). The **Nomination Form Description** screen displays (Figure 4) with a listing of all the components of the Nomination Form.

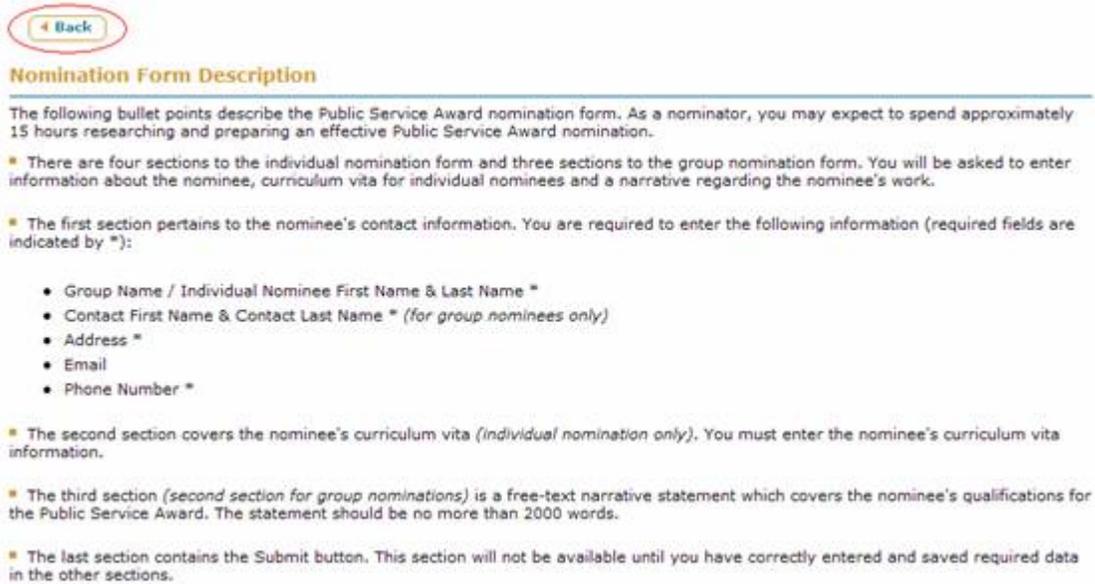


Figure 4 Nomination Form Description screen. The Back link is circled.

5. Click the **Back** button (Figure 4). The **Instructions for Preparing a Nomination** screen displays (Figure 5).

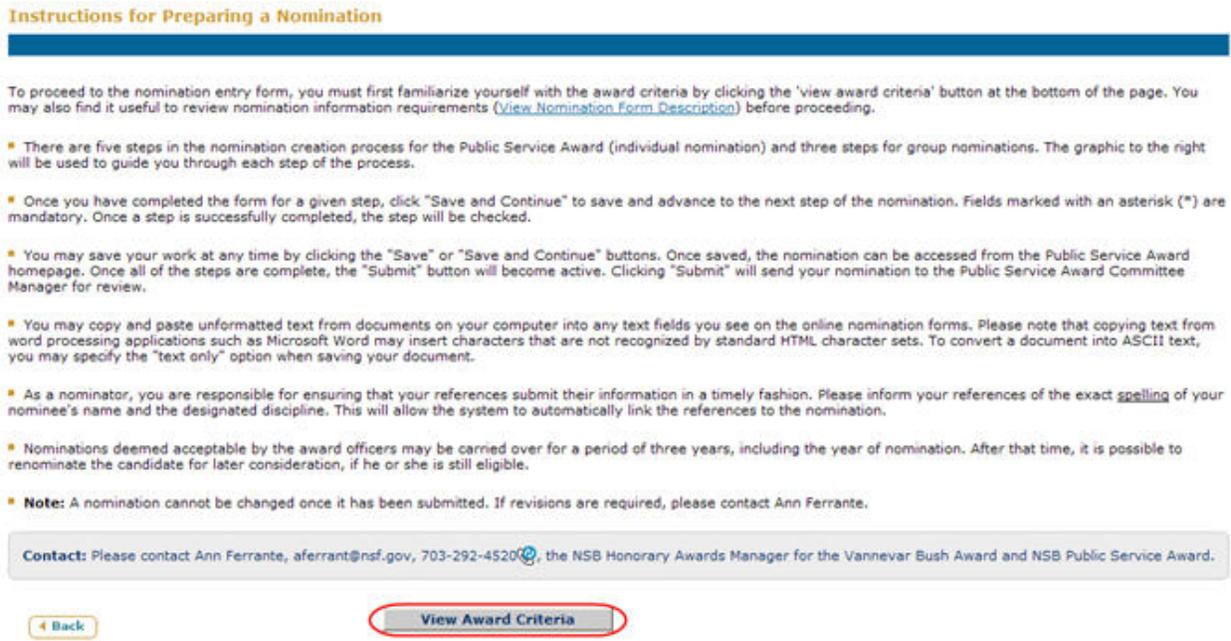


Figure 5 Instructions for Preparing a Nomination screen. The View Award Criteria button is circled.

6. Click the **View Award Criteria** button (Figure 5). The **Award Selection Criteria** displays (Figure 6).

### Award Selection Criteria

▪ Candidates for the individual and group (company, corporation, or organization) award must have made contributions to public service in areas other than research, and should meet one or more of the following:

- a. Increased the public's understanding of the processes of science and engineering through scientific discovery, innovation, and its communication to the public.
- b. Encouraged others to help raise the public understanding of science and technology
- c. Promoted the engagement of scientists and engineers in public outreach and scientific literacy
- d. Contributed to the development of broad science and engineering policy and its support
- e. Influenced and encouraged the next generation of scientists and engineers
- f. Achieved broad recognition outside of the candidate's area of specialization
- g. Fostered awareness of science and technology among broad segments of the population

▪ All nominations must be in conformance with the eligibility requirements stated above. All nominations and renominations must be submitted no later than 11:59 PM Saturday, December 15, 2007.

← Back

Create Individual Nomination

Create Group Nomination

Figure 6 Award Selection Criteria screen. The Create Group Nomination button is circled.

7. Click the **Create Group Nomination** button (Figure 6). The **Nomination Form** screen displays (Figure 7) with the **Nomination Information** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

The screenshot shows a web form titled "1 NOMINEE INFORMATION". It includes a note: "State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S." The form fields are as follows:

- Group Name: NSF
- Contact First Name: John
- Contact Last Name: Smith
- Address: 4201 Wilson Boulevard
- City: Arlington
- State: Virginia
- Zip: 22230
- International Postal Code: (empty)
- Country: United States
- Email: jsmith@nomail.gov
- Phone Number: 5551231234 (no dashes or spaces)
- Organization: NSF

At the bottom of the form, there are four navigation buttons: "2 NARRATIVE", "3 REFERENCES", "4 SUBMIT NOMINATION", and "Save and Continue". The "Save and Continue" button is circled in red.

Figure 7 Nominee Information section of the Nomination Form screen. The Save and Continue button is circled.

8. In the **Nomination Information** section (Figure 7), enter the following information about the nominee in the appropriate boxes:
  - Group name
  - Contact first name
  - Contact last name

- Address
  - City
  - State
  - Zip Code
  - Country
  - Email address (optional)
  - Phone number
  - Organization
9. Click the **Save and Continue** button (Figure 7). (You can also click the **Save** button to save the form to complete later.) The **Nomination Form** screen displays (Figure 8) with the **Narrative** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

The screenshot shows the 'NARRATIVE' section of a nomination form. At the top, there is a teal header with a checkmark icon and the text 'NOMINEE INFORMATION'. Below this is another teal header with a '2' in a circle and the text 'NARRATIVE'. A small red asterisk and the text 'Required Field' are positioned below the header. The main content area is white and contains the following text: 'Please enter a narrative statement describing the nominee's qualifications for the NSB Public Service Award, according to the award selection criteria below. Please limit to five pages.' Below this is a section titled 'Selection Criteria:' followed by a bulleted list of six criteria. Further down, there is a paragraph of text about supported word-processors and a link to 'Supported File Formats'. Below that, it says 'Narrative Uploaded: No'. At the bottom of the form, there is a text input field with the value 'C:\Documents and Settings\k', a 'Browse...' button, and an 'Upload' button which is circled in red. Below the input field are two buttons: 'Save' and 'Save and Continue'. At the very bottom of the form, there are two more teal headers: '3 REFERENCES' and '4 SUBMIT NOMINATION'.

**Figure 8 Narrative section of the Nomination Form screen. The Upload button is circled.**

10. In the **Narrative** section (Figure 8), browse to and upload the narrative document.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1** NOMINEE INFORMATION

**2** NARRATIVE

\* Required Field

**Please enter a narrative statement describing the nominee's qualifications for the NSB Public Service Award, according to the award selection criteria below. Please limit to five pages.**

**Selection Criteria:**

- Increased the public's understanding of the processes of science and engineering through scientific discovery, innovation, and its communication to the public.
- Encouraged others to help raise the public understanding of science and technology.
- Promoted the engagement of scientists and engineers in public outreach and scientific literacy.
- Contributed to the development of broad science and engineering policy and its support.
- Influenced and encouraged the next generation of scientist and engineers.
- Achieved broad recognition outside of the candidate's area of specialization.
- Fostered awareness of science and technology among broad segments of the population

Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

**Narrative Uploaded: Yes**

To delete the uploaded Narrative, click the "Delete" button. To replace a previously-uploaded document with a new document, delete the previously-uploaded document, then you will get an upload option.

**Delete**

To view this essay in PDF format, click "View PDF". A new browser window will open.  
To print the PDF, use your browser's print function in the new window.

**View PDF**

**Save** **Save and Continue**

**3** REFERENCES

**4** SUBMIT NOMINATION

**Figure 9 Narrative section of the Nomination Form screen. The Save and Continue button is circled.**

11. Click the Save and Continue button (Figure 9). The **Nomination Form** displays with the **References** section open.
12. In the **References** section (Figure 10), input the references for the nomination.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

## NOMINEE INFORMATION

## NARRATIVE

## REFERENCES

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

Please identify three references who are familiar with the the nominee's achievements, and who are not from the nominee's home institution.

The system will automatically send an email to these reference writers to notify them that their assistance is requested when the information is saved the first time. You are responsible for contacting references to ensure that they complete their submissions by the deadline date.

### Reference 1: [Remove Reference 1 \(John Smith\)](#)

\* First Name:  \* Last Name:

\* Address:

\* City:  State:  Zip:

International Postal Code:

\* Country:

\* Email:

\* Phone Number:  (no dashes or spaces)

Fax Number:  (no dashes or spaces)

\* Organization:

### Reference 2: [Remove Reference 2 \(Jane Doe\)](#)

\* First Name:  \* Last Name:

\* Address:

\* City:  State:  Zip:

International Postal Code:

\* Country:

\* Email:

\* Phone Number:  (no dashes or spaces)

Fax Number:  (no dashes or spaces)

\* Organization:

### Reference 3: [Remove Reference 3 \(Art Jones\)](#)

\* First Name:  \* Last Name:

\* Address:

\* City:  State:  Zip:

International Postal Code:

\* Country:

\* Email:

\* Phone Number:  (no dashes or spaces)

Fax Number:  (no dashes or spaces)

\* Organization:

Save

Save and Continue

**Figure 10** References section of the Nomination Form screen. The Save and Continue button is circled.

11. Click the Save and Continue button (Figure 10). The **References** section displays with the **Submit Nomination** section open.

You have now completed the Nomination form. You have these options:

- Save the nomination to edit it or submit it later
- Submit the nomination

## Submit a Group Nomination for the Public Service Award

1. Access the **Nomination Form** screen (Figure 1) with the **Submit Nomination** section open (see Complete the Nomination Form).

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

- NOMINEE INFORMATION
- NARRATIVE
- REFERENCES
- 4 SUBMIT NOMINATION**

\* Required Field

You have completed all of the steps necessary to submit this nomination. If you are ready to submit, you may click 'Submit'. If you would like to continue editing the nomination, you may navigate to any of the steps by clicking on the banner links.

**Submit**

Figure 1 Nomination Form screen. The Submit button is circled.

2. Click the **Submit** button (Figure 1). The **Confirm Award Nomination Submission** screen displays (Figure 2).

**CONFIRM | Award Nomination Submission**

You have requested to submit the following nomination to the Public Service Award Committee for review. If you are satisfied with the nomination, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

The information on this nomination is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.

**Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact Ann Ferrante at aferrant@nsf.gov.**

**Confirm** **Cancel**

**VIEW | Entire Nomination for NSF**

**1 NOMINEE INFORMATION**

**Name:** NSF  
**Address:** 4201 Wilson Blvd.  
Arlington, VA 22230  
US  
**Email:** test@nsf.gov  
**Phone:** 1111111111  
**Fax:**  
**Organization:** NSF

Figure 2 Confirm Award Nomination Submission screen. The Confirm button is circled.

3. Click the **Confirm** button (Figure 2). The **Confirmation** screen displays (Figure 3) with the message that the nomination has been submitted.



Figure 3 Confirmation screen.

4. Click the **Back to Award Homepage** (Figure 3). The **National Science Board Public Service Award** screen displays (Figure 4) with the nomination listed with the status of **Submitted**.

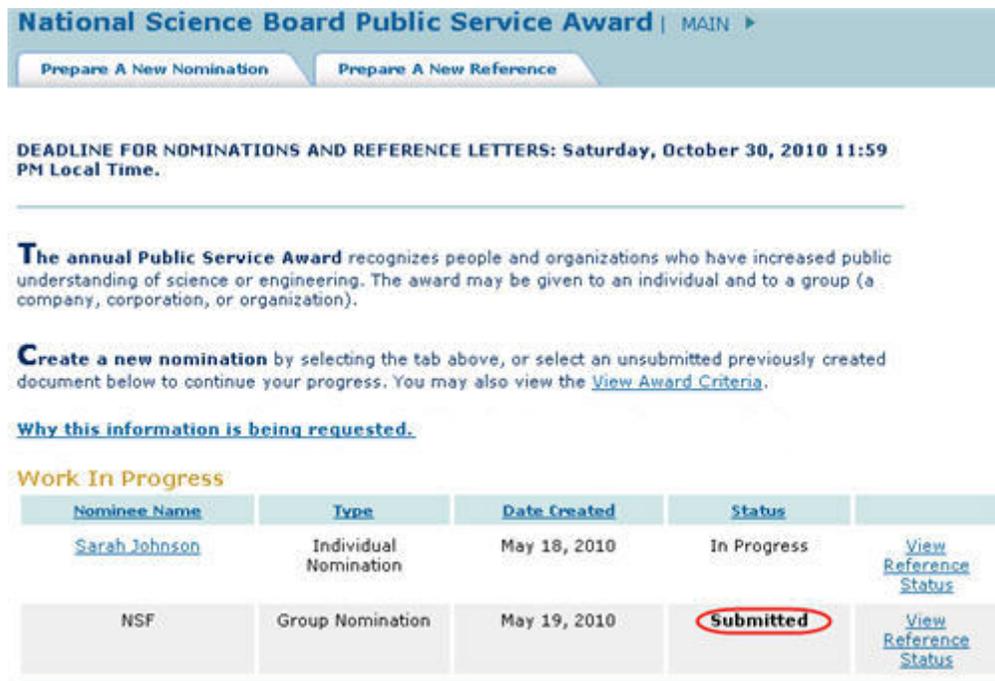


Figure 4 National Science Board Public Service Award screen with the nomination listed with the status of Submitted.

## Save a Group Nomination for the Public Service Award

After you have completed at least the first section of a nomination, you can save it for future work.

1. Access the **Nomination Form** screen (Figure 1) and complete at least the first section of the nomination (see [Complete the Nomination Form](#)).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1 NOMINEE INFORMATION**

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* Group Name: NSF

\* Contact First Name: John \* Contact Last Name: Smith

\* Address: 4201 Wilson Blvd.

\* City: Arlington State: Virginia Zip: 22230

International Postal Code:

\* Country: United States

Email:

\* Phone Number: 5551231234 (no dashes or spaces)

\* Organization: NSF

**Save and Continue**

**2 NARRATIVE**

**3 SUBMIT NOMINATION**

**Figure 1 Nomination Form screen open to the Nominee Information section. The Save and Continue button is circled.**

2. On the **Nomination Form** screen (Figure 1), click the **Save and Continue** button. The nomination is saved and is now listed on the **National Science Board Public Service Award** screen (Figure 2) with the status of **In Progress**.

**National Science Board Public Service Award** | [MAIN](#) ▶

[Prepare A New Nomination](#)   [Prepare A New Reference](#)

**DEADLINE FOR NOMINATIONS AND REFERENCE LETTERS: Saturday, October 30, 2010 11:59 PM Local Time.**

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**The annual Public Service Award** recognizes people and organizations who have increased public understanding of science or engineering. The award may be given to an individual and to a group (a company, corporation, or organization).

**Create a new nomination** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#)

**Work In Progress**

<a href="#">Nominee Name</a>	<a href="#">Type</a>	<a href="#">Date Created</a>	<a href="#">Status</a>	
<a href="#">Sarah Johnson</a>	Individual Nomination	May 18, 2010	In Progress	<a href="#">View Reference Status</a>
NSF	Group Nomination	May 19, 2010	<b>Submitted</b>	<a href="#">View Reference Status</a>
<a href="#">NSF</a>	Group Nomination	May 19, 2010	<b>In Progress</b>	<a href="#">View Reference Status</a>

**Figure 2 National Science Board Public Service Award screen with the saved nomination listed with the status of In Progress.**

## Edit a Saved Nomination for the Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



**Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.**

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2) with the saved nomination listed in the **Work in Progress** section.

**National Science Board Public Service Award** | MAIN ▶

Prepare A New Nomination    Prepare A New Reference

---

**The annual Public Service Award** recognizes people and organizations who have increased public understanding of science or engineering. The award may be given to an individual and to a group (a company, corporation, or organization).

**Create a new nomination** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

Why this information is being requested.

**Work In Progress**

Nominee Name	Type	Date Created	Status	
<a href="#">Sarah Johnson</a>	Individual Nomination	May 18, 2010	In Progress	<a href="#">View Reference Status</a>
NSF	Group Nomination	May 19, 2010	<b>Submitted</b>	<a href="#">View Reference Status</a>
<b>NSF</b>	Group Nomination	May 19, 2010	In Progress	<a href="#">View Reference Status</a>

**Figure 2 National Science Board Public Service Award screen. The link to the saved nomination is circled.**

3. Click the nomination title (Figure 3). The **Nomination Form** screen displays (Figure 3) with the **Nominee Information** section open. On this screen, you can edit any section by clicking on the section title and then clicking the **Save and Continue** button or the **Save** button (see Complete the Nomination Form, Step 8 through Step 12, for detailed instructions on each section).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

The screenshot shows the 'NOMINEE INFORMATION' section of a web form. At the top, there is a teal header with a white circle containing the number '1' and the text 'NOMINEE INFORMATION'. Below the header, a red asterisk indicates a 'Required Field'. A note states: 'State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.'. The form contains several input fields: 'Group Name' with the value 'NSF', 'Contact First Name' with 'John', 'Contact Last Name' with 'Smith', 'Address' with '4201 Wilson Blvd.', 'City' with 'Arlington', 'State' with a dropdown menu showing 'Virginia', 'Zip' with '22230', 'International Postal Code' (empty), and 'Country' with a dropdown menu showing 'United States'. All required fields have a red asterisk next to their labels.

**Figure 3 Nomination Form screen with the Nomination Information section open.**

## Submit a Saved Group Nomination for the Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).

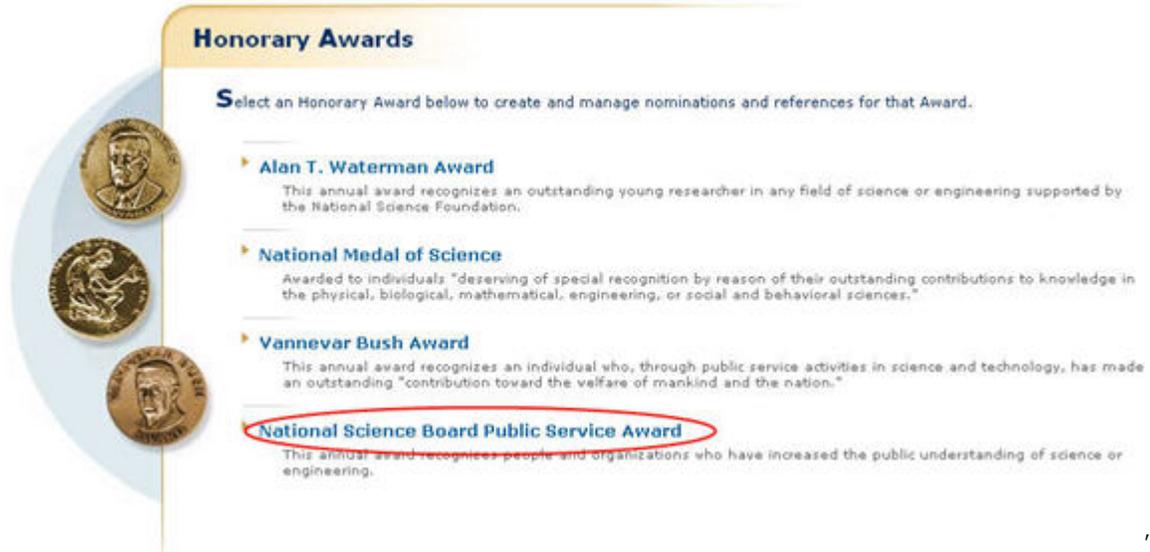


Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2) with the saved nomination in the **Work in Progress** section.

**National Science Board Public Service Award** | MAIN ▶

[Prepare A New Nomination](#)

**The annual Public Service Award** recognizes people and organizations who have increased public understanding of science or engineering. The award may be given to an individual and to a group (a company, corporation, or organization).

**Create a new nomination** by selecting the above tab, or select a previously created document below to continue your progress.

[Why this information is being requested.](#)

**The nomination period will be closed on Saturday, December 15, 2007 11:59 PM.**

**Work In Progress**

<u><a href="#">Nominee Name</a></u>	<u><a href="#">Type</a></u>	<u><a href="#">Date Created</a></u>	<u><a href="#">Status</a></u>
Sarah Johnson	Individual Nomination	May 21, 2007	<b>Submitted</b>
<u><a href="#">Sarah Johnson</a></u>	Individual Nomination	May 21, 2007	In Progress
<u><a href="#">NSF</a></u>	Group Nomination	May 21, 2007	In Progress

Submit a Saved Group Nomination for the Public Service Award

**Figure 2 National Science Board Public Service Award screen. The link to the saved nomination is circled.**

3. Click the nomination title (Figure 3). The **Nomination Form** screen displays (Figure 3) with the **Nominee Information** section open.

**National Science Board Public Service Award** | MAIN ▶

Prepare A New Nomination

[Instructions For Nomination](#) | [Award Selection Criteria](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1 NOMINEE INFORMATION**

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* Group Name: NSF

\* Contact First Name: John \* Contact Last Name: Smith

\* Address: 4201 Wilson Blvd.

\* City: Arlington State: Virginia Zip: 22230

International Postal Code:

\* Country: United States

Email:

\* Phone Number: 5551231234 (no dashes or spaces)

\* Organization: NSF

**Save and Continue**

**2 NARRATIVE**

**3 SUBMIT NOMINATION**

**Figure 3 Nomination Form screen. The Save and Continue button is circled.**

4. Click the **Save and Continue** button (Figure 3). The **Narrative Form** section of the **Nomination Form** opens (Figure 4).

The screenshot shows a web interface for preparing a nomination. At the top, there is a navigation bar with the title "Prepare A New Nomination" and three links: "Instructions For Nomination", "Award Selection Criteria", and "View Saved Nomination". The "View Saved Nomination" link is circled in red. Below the navigation bar, a message states: "New data will only be saved if you click the 'Save' or 'Save and Continue' buttons." The main content area is divided into two sections: "1 NOMINEE INFORMATION" and "2 NARRATIVE". The "NARRATIVE" section is marked as a "Required Field" and contains the following text: "Narrative Please enter a narrative statement describing the nominee's qualifications for this award. This statement can be cut from other documents and pasted in the space below. (Please limit to approximately two pages worth of text)." Below this text is a large text input area with the placeholder text "Please type or cut and paste narrative here." At the bottom of the form, there is a "Save and Continue" button.

**Figure 4 Narrative section of the Nomination Form screen. The View Saved Nomination link is circled.**

5. Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 5).

Submit a Saved Group Nomination for the Public Service Award

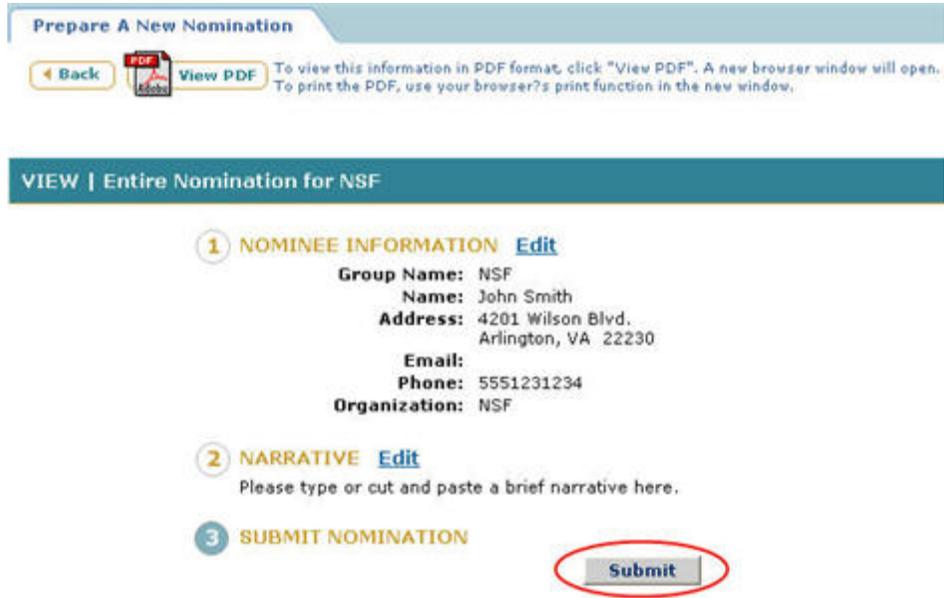


Figure 5 View Entire Nomination screen. The Submit button is circled.

6. Click the **Submit** button (Figure 5). The **Confirm Award Nomination Submission** screen displays (Figure 6).

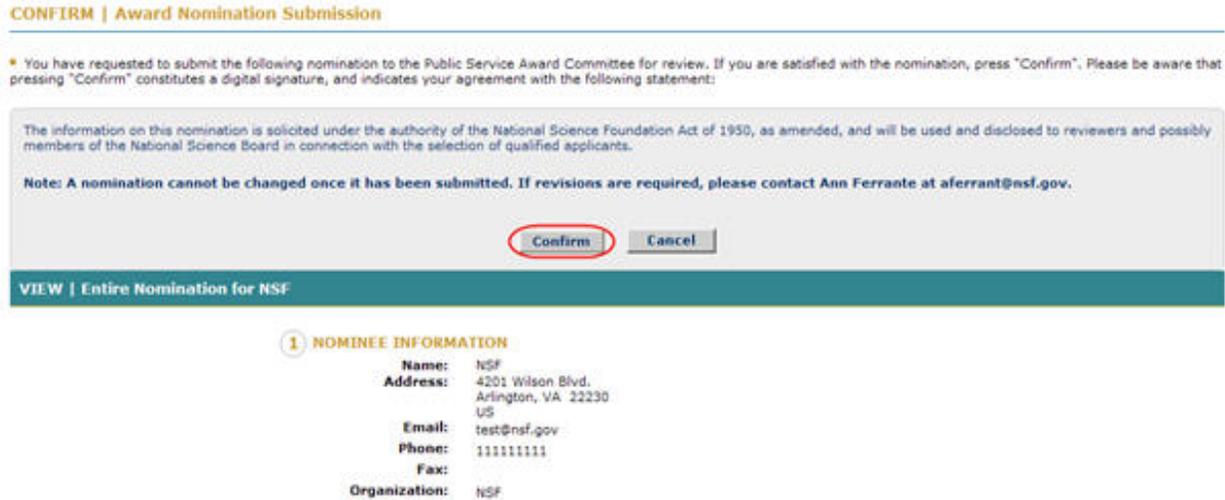


Figure 6 Confirm Award Nomination Submission screen. The Confirm button is circled.

7. Click the **Confirm** button (Figure 6). The **Confirmation** screen displays (Figure 7) with the message that the nomination has been submitted.



Figure 7 Confirmation screen.

8. Click **Back to Award Homepage** (Figure 6). The **National Science Board Public Service Award** screen displays (Figure 8) with the nomination listed with the status **Submitted**.



Figure 8 National Science Board Public Service Award screen with the nomination now listed with the status of Submitted.

## View a Group Nomination for the Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



**Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.**

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2).

**National Science Board Public Service Award** | [MAIN](#) ▶

[Prepare A New Nomination](#)   [Prepare A New Reference](#)

**DEADLINE FOR NOMINATIONS AND REFERENCE LETTERS: Saturday, October 30, 2010 11:59 PM Local Time.**

**The annual Public Service Award** recognizes people and organizations who have increased public understanding of science or engineering. The award may be given to an individual and to a group (a company, corporation, or organization).

**Create a new nomination** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#)

**Work In Progress**

<a href="#">Nominee Name</a>	<a href="#">Type</a>	<a href="#">Date Created</a>	<a href="#">Status</a>	
<a href="#">Sarah Johnson</a>	Individual Nomination	May 18, 2010	In Progress	<a href="#">View Reference Status</a>
NSF	Group Nomination	May 19, 2010	<b>Submitted</b>	<a href="#">View Reference Status</a>
<b>NSF</b>	Group Nomination	May 19, 2010	In Progress	<a href="#">View Reference Status</a>

**Figure 2 National Science Board Public Service Award screen. The link to the saved nomination is circled.**

3. Click the nomination title (Figure 3). The **Nomination Form** screen displays with the **Nominee Information** section open (Figure 3).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

### 1 NOMINEE INFORMATION

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* Group Name: NSF

\* Contact First Name: John \* Contact Last Name: Smith

\* Address: 4201 Wilson Boulevard

\* City: Arlington State: Virginia Zip: 22230

International Postal Code:

\* Country: United States

\* Email: jsmith@nomail.gov

\* Phone Number: 5551231234 (no dashes or spaces)

\* Organization: NSF

**Save and Continue**

### 2 NARRATIVE

### 3 REFERENCES

### 4 SUBMIT NOMINATION

**Figure 3 Nomination Form screen. The View Saved Nomination link is circled.**

4. Click the **Save and Continue** button (Figure 3). The **Narrative** section of the **Nomination Form** displays (Figure 4).

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

The screenshot shows a web form with a teal header bar containing navigation links: "Instructions For Nomination", "Award Selection Criteria", and "View Saved Nomination" (circled in red). Below the header is a teal bar with a checkmark icon and the text "NOMINEE INFORMATION". The main content area has a teal bar with a "2" icon and the text "NARRATIVE", followed by a red asterisk and the text "Required Field". The main text reads: "Please enter a narrative statement describing the nominee's qualifications for the NSB Public Service Award, according to the award selection criteria below. Please limit to five pages." Below this is a section titled "Selection Criteria:" with a bulleted list of seven criteria. Further down, there is a paragraph about supported word-processors and a link to "Supported File Formats". Below that, it says "Narrative Uploaded: No". At the bottom of the form, there is a "Narrative:" label, an empty text input field, a "Browse..." button, an "Upload" button, a "Save" button, and a "Save and Continue" button. Below the form are two more teal navigation bars: "3 REFERENCES" and "4 SUBMIT NOMINATION".

Figure 3 Nomination Form screen. The View Saved Nomination link is circled.

5. Click **View Saved Nomination** (Figure 4). The **View Entire Nomination** screen displays (Figure 5). You can edit from this screen also by clicking the **Edit** button for any section (see Complete the [Group Nomination Form](#), Step 8 through Step 12 for detailed instructions for each section).

[← Back](#)  [View PDF](#) To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

VIEW | Entire Nomination for NSF

1 **NOMINEE INFORMATION** [Edit](#)

**Group Name:** NSF  
**Name:** John Smith  
**Address:** 4201 Wilson Blvd.  
Arlington, VA 22031  
United States  
**Email:** jsmith@nomail.gov  
**Phone:** 5551231234  
**Organization:** NSF

2 **NARRATIVE** [Edit](#)

**Narrative Uploaded:** No

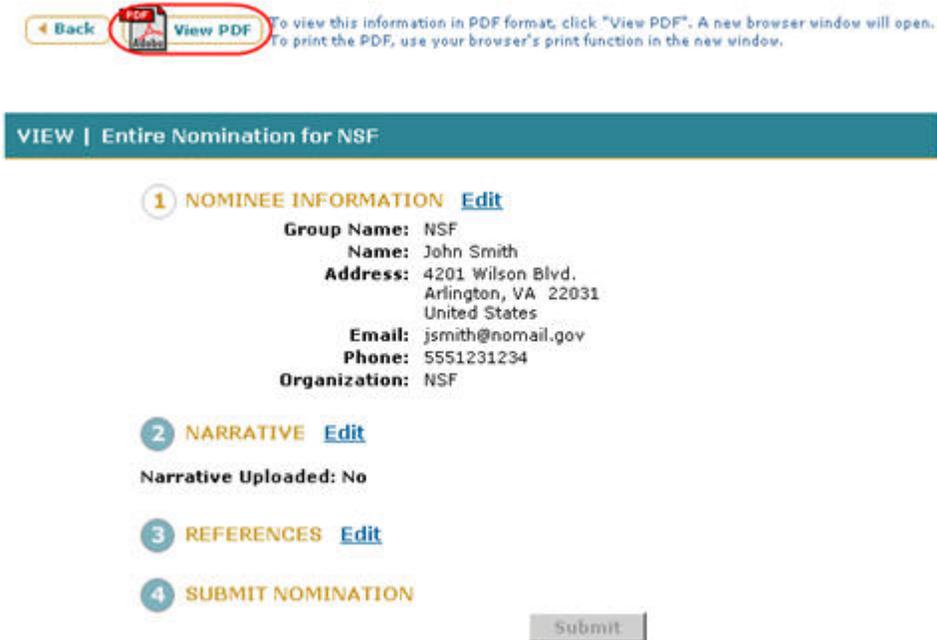
3 **REFERENCES** [Edit](#)

4 **SUBMIT NOMINATION**

Figure 5 View Entire Nomination screen.

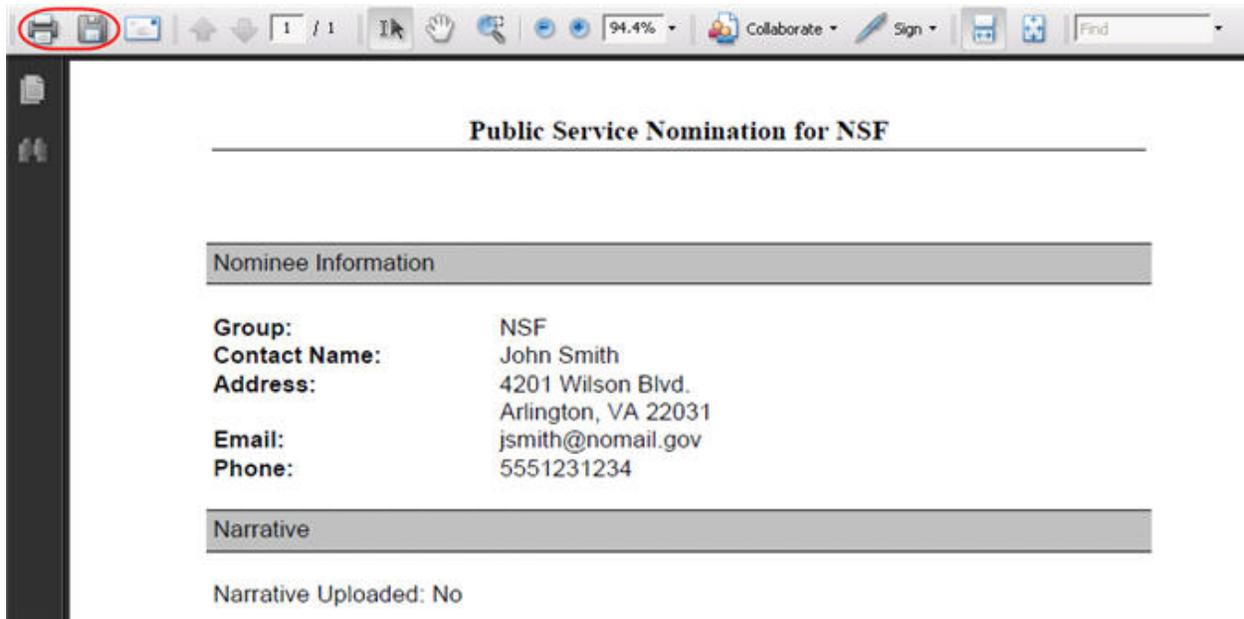
## View a Group Nomination in PDF for the Public Service Award

1. Access the **View Entire Nomination** screen (Figure 1) (see [View a Nomination](#)).



**Figure 1** View Entire Nomination screen. The View PDF link is circled.

2. On the **View Entire Nomination** screen (Figure 1), click **View PDF**. The nomination displays in PDF format in a new window (Figure 2).



**Figure 2 Nomination in PDF format in a new window. The Save and Print icons are circled.**

3. Click the **Save** icon (Figure 2) to save the nomination to your computer.
4. Click the **Print** icon (Figure 2) to print the nomination.

## Reference for Public Service Award

### Prepare a Reference for Public Service Award

In preparing and submitting a reference for a nominee for the Public Service Award, you can conduct the following activities:

- Complete the Reference Form for an Individual for the Public Service Award
- Complete the Reference Form for a Group for the Public Service Award

## **Prepare a Reference for Public Service Award**

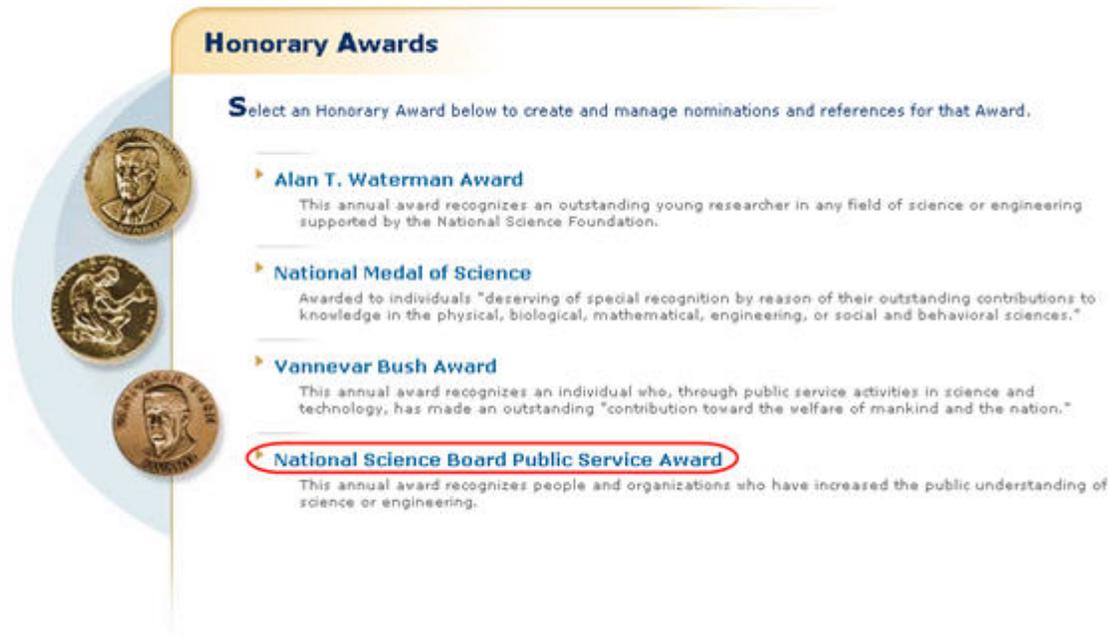
In preparing and submitting a reference for a nominee for the Public Service Award, you can conduct the following activities:

- Complete the Reference Form for an Individual for the Public Service Award
- Complete the Reference Form for a Group for the Public Service Award

## Complete the Reference Form for an Individual for the Public Service Award

To prepare an individual reference for the Public Service Award, you must first register for Honorary Awards. See [Register for Honorary Awards](#).

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Login for Honorary Awards](#)).



**Figure 1** Honorary Awards screen. The Public Service Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Public Service Award**. The **Public Service Award** screen displays (Figure 2).

**National Science Board Public Service Award** | MAIN ▶

Prepare A New Nomination   **Prepare A New Reference**

---

**The annual Public Service Award** recognizes people and organizations who have increased public understanding of science or engineering. The award may be given to an individual and to a group (a company, corporation, or organization).

**Create a new nomination** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

Why this information is being requested.

**Work In Progress**

Nominee Name	Type	Date Created	Status	
<a href="#">Sarah Johnson</a>	Individual Nomination	May 18, 2010	In Progress	<a href="#">View Reference Status</a>
NSF	Group Nomination	May 19, 2010	Submitted	<a href="#">View Reference Status</a>
<a href="#">NSF</a>	Group Nomination	May 19, 2010	In Progress	<a href="#">View Reference Status</a>

Figure 2 Public Service Award screen. The Prepare a New Reference tab is circled.

3. Click the **Prepare a New Reference** tab (Figure 2). The **Instructions for Preparing a Reference** screen displays (Figure 3).

**Instructions for Preparing a Nomination**

To proceed to the nomination entry form, you must first familiarize yourself with the award criteria by clicking the 'view award criteria' button at the bottom of the page. You may also find it useful to review nomination information requirements ([View Nomination Form Description](#)) before proceeding.

- There are five steps in the nomination creation process for the Public Service Award (individual nomination) and three steps for group nominations. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step of the nomination. Fields marked with an asterisk (\*) are mandatory. Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the nomination can be accessed from the Public Service Award homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your nomination to the Public Service Award Committee Manager for review.
- You may copy and paste unformatted text from documents on your computer into any text fields you see on the online nomination forms. Please note that copying text from word processing applications such as Microsoft Word may insert characters that are not recognized by standard HTML character sets. To convert a document into ASCII text, you may specify the "text only" option when saving your document.
- As a nominator, you are responsible for ensuring that your references submit their information in a timely fashion. Please inform your references of the exact spelling of your nominee's name and the designated discipline. This will allow the system to automatically link the references to the nomination.
- Nominations deemed acceptable by the award officers may be carried over for a period of three years, including the year of nomination. After that time, it is possible to renominate the candidate for later consideration, if he or she is still eligible.
- **Note:** A nomination cannot be changed once it has been submitted. If revisions are required, please contact Ann Ferrante.

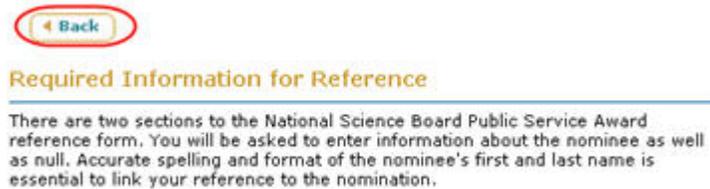
**Contact:** Please contact Ann Ferrante, [aferrant@nsf.gov](mailto:aferrant@nsf.gov), 703-292-4520, the NSB Honorary Awards Manager for the Vannevar Bush Award and NSB Public Service Award.

◀ Back

View Award Criteria

**Figure 3 Instructions for Preparing a Reference screen. The View Required Information for Reference link is circled.**

4. To see the form requirements, click **View Required Information for Reference** (Figure 3). The **Required Information for Reference** screen displays (Figure 4) with a listing of all the components of the reference.



**Figure 4 Required Information for Reference screen. The Back button is circled.**

5. Click the **Back** button (Figure 4). The **Instructions for Preparing a Reference** screen displays (Figure 5).

**Instructions for Preparing a Nomination**

To proceed to the nomination entry form, you must first familiarize yourself with the award criteria by clicking the 'view award criteria' button at the bottom of the page. You may also find it useful to review nomination information requirements ([View Nomination Form Description](#)) before proceeding.

- There are five steps in the nomination creation process for the Public Service Award (individual nomination) and three steps for group nominations. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step of the nomination. Fields marked with an asterisk (\*) are mandatory. Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the nomination can be accessed from the Public Service Award homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your nomination to the Public Service Award Committee Manager for review.
- You may copy and paste unformatted text from documents on your computer into any text fields you see on the online nomination forms. Please note that copying text from word processing applications such as Microsoft Word may insert characters that are not recognized by standard HTML character sets. To convert a document into ASCII text, you may specify the "text only" option when saving your document.
- As a nominator, you are responsible for ensuring that your references submit their information in a timely fashion. Please inform your references of the exact spelling of your nominee's name and the designated discipline. This will allow the system to automatically link the references to the nomination.
- Nominations deemed acceptable by the award officers may be carried over for a period of three years, including the year of nomination. After that time, it is possible to renominate the candidate for later consideration, if he or she is still eligible.
- **Note:** A nomination cannot be changed once it has been submitted. If revisions are required, please contact Ann Ferrante.

**Contact:** Please contact Ann Ferrante, [aferrant@nsf.gov](mailto:aferrant@nsf.gov), 703-292-4520, the NSB Honorary Awards Manager for the Vannevar Bush Award and NSB Public Service Award.

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[View Award Criteria](#)

**Figure 5 Instructions for Preparing a Reference screen. The Begin Individual Nomination Reference button is circled.**

6. Click the **Begin Individual Nomination Reference** button (Figure 5). The **Individual Nomination Reference Form** screen displays (Figure 6) with the **Nominee Information** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1 NOMINEE INFORMATION**

\* Required Field

\* First Name: Robert      \* Last Name: Jones

\* Organization: NSF

Save      **Save and Continue**

**2 NOMINEE DESCRIPTION**

**3 SUBMIT REFERENCE**

**Figure 6 Reference Form screen with the Nominee Information section open. The Save and Continue button is circled.**

7. Enter the required information in the appropriate boxes (Figure 6):
  - First name
  - Last name
  - Organization
8. Click the **Save and Continue** button (Figure 6). **The Reference Form** screen displays (Figure 7) with the **Nominee Description** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1 NOMINEE INFORMATION**

**2 NOMINEE DESCRIPTION**

\* Required Field

\* **Reference Letter**  
Please upload the reference letter. Please limit to two pages.  
Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

**Reference Letter Uploaded: No**

Reference Letter: C:\Documents and Settings\k\ Browse... **Upload**

Save      Save and Continue

**3 SUBMIT REFERENCE**

**Figure 7 Reference Form screen with the Nominee Description section open. The Upload button is circled.**

9. In the **Nominee Description** section (Figure 7), browse to and upload your reference letter file.

## Complete the Reference Form for an Individual for the Public Service Award

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

The screenshot shows the 'NOMINEE DESCRIPTION' section of the Reference Form. It includes a 'Required Field' indicator and instructions for uploading a 'Reference Letter'. A 'Delete' button is present for the uploaded letter. At the bottom, there are 'Save' and 'Save and Continue' buttons, with the latter being circled in red. A 'View PDF' button is also visible.

### 3 SUBMIT REFERENCE

Figure 8 Reference Form screen with the Nominee Description section open. The Save and Continue button is circled.

10. Click the **Save and Continue** button (Figure 8). The **Nomination Form** displays with the **Submit Nomination** section open.

The screenshot shows the 'Submit Reference' section of the Nomination Form. It features a progress indicator at the top right showing three steps, with the third step (3) highlighted. The main content area contains instructions for submitting the reference and a 'Submit' button.

Figure 9 Submit Reference section.

You have now completed the Reference form. You have these options:

- Save the reference to edit it or submit it later
- Submit the reference

## Complete the Reference Form for a Group for the Public Service Award

To prepare an individual reference for the Public Service Award, you must first register for Honorary Awards. See [Register for Honorary Awards](#).

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Login for Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Public Service Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Public Service Award**. The **Public Service Award** screen displays (Figure 2).

Complete the Reference Form for a Group for the Public Service Award

**National Science Board Public Service Award** | MAIN ▶

[Prepare A New Nomination](#) [Prepare A New Reference](#)

**The annual Public Service Award** recognizes people and organizations who have increased public understanding of science or engineering. The award may be given to an individual and to a group (a company, corporation, or organization).

**Create a new nomination** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

Why this information is being requested.

**Work In Progress**

Nominee Name	Type	Date Created	Status	
<a href="#">Sarah Johnson</a>	Individual Nomination	May 18, 2010	In Progress	<a href="#">View Reference Status</a>
NSF	Group Nomination	May 19, 2010	Submitted	<a href="#">View Reference Status</a>
<a href="#">NSF</a>	Group Nomination	May 19, 2010	In Progress	<a href="#">View Reference Status</a>

Figure 2 Public Service Award screen. The Prepare a New Reference tab is circled.

3. Click the **Prepare a New Reference** tab (Figure 2). The **Instructions for Preparing a Reference** screen displays (Figure 3).

**Instructions for Preparing a Nomination**

To proceed to the nomination entry form, you must first familiarize yourself with the award criteria by clicking the 'view award criteria' button at the bottom of the page. You may also find it useful to review nomination information requirements ([View Nomination Form Description](#)) before proceeding.

- There are five steps in the nomination creation process for the Public Service Award (individual nomination) and three steps for group nominations. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step of the nomination. Fields marked with an asterisk (\*) are mandatory. Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the nomination can be accessed from the Public Service Award homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your nomination to the Public Service Award Committee Manager for review.
- You may copy and paste unformatted text from documents on your computer into any text fields you see on the online nomination forms. Please note that copying text from word processing applications such as Microsoft Word may insert characters that are not recognized by standard HTML character sets. To convert a document into ASCII text, you may specify the "text only" option when saving your document.
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- Nominations deemed acceptable by the award officers may be carried over for a period of three years, including the year of nomination. After that time, it is possible to renominate the candidate for later consideration, if he or she is still eligible.
- **Note:** A nomination cannot be changed once it has been submitted. If revisions are required, please contact Ann Ferrante.

**Contact:** Please contact Ann Ferrante, [aferrant@nsf.gov](mailto:aferrant@nsf.gov), 703-292-4520, the NSB Honorary Awards Manager for the Vannevar Bush Award and NSB Public Service Award.

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[View Award Criteria](#)

Figure 3 Instructions for Preparing a Reference screen. The View Required Information for Reference link is circled.

4. To see the form requirements, click **View Required Information for Reference** (Figure 3). The **Required Information for Reference** screen displays (Figure 4) with a listing of all the components of the reference.



**Figure 4** Required Information for Reference screen. The Back button is circled.

5. Click the **Back** button (Figure 4). The **Instructions for Preparing a Reference** screen displays (Figure 5).

#### Instructions for Preparing a Nomination

To proceed to the nomination entry form, you must first familiarize yourself with the award criteria by clicking the 'view award criteria' button at the bottom of the page. You may also find it useful to review nomination information requirements ([View Nomination Form Description](#)) before proceeding.

- There are five steps in the nomination creation process for the Public Service Award (individual nomination) and three steps for group nominations. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step of the nomination. Fields marked with an asterisk (\*) are mandatory. Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the nomination can be accessed from the Public Service Award homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your nomination to the Public Service Award Committee Manager for review.
- You may copy and paste unformatted text from documents on your computer into any text fields you see on the online nomination forms. Please note that copying text from word processing applications such as Microsoft Word may insert characters that are not recognized by standard HTML character sets. To convert a document into ASCII text, you may specify the "text only" option when saving your document.
- As a nominator, you are responsible for ensuring that your references submit their information in a timely fashion. Please inform your references of the exact spelling of your nominee's name and the designated discipline. This will allow the system to automatically link the references to the nomination.
- Nominations deemed acceptable by the award officers may be carried over for a period of three years, including the year of nomination. After that time, it is possible to renominate the candidate for later consideration, if he or she is still eligible.
- **Note:** A nomination cannot be changed once it has been submitted. If revisions are required, please contact Ann Ferrante.

**Contact:** Please contact Ann Ferrante, [aferrant@nsf.gov](mailto:aferrant@nsf.gov), 703-292-4520, the NSB Honorary Awards Manager for the Vannevar Bush Award and NSB Public Service Award.

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[View Award Criteria](#)

**Figure 5** Instructions for Preparing a Reference screen. The Begin Group Nomination Reference button is circled.

6. Click the **Begin Individual Nomination Reference** button (Figure 5). The **Group Nomination Reference Form** screen displays (Figure 6) with the **Nominee Information** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1** NOMINEE INFORMATION

\* Required Field

\* Group Name: NSF

**2** NOMINEE DESCRIPTION

**3** SUBMIT REFERENCE

**Figure 6** Reference Form screen with the Nominee Information section open. The Save and Continue button is circled.

7. Enter the required information in the appropriate boxes (Figure 6):
  - Group Name
8. Click the **Save and Continue** button (Figure 6). The Reference Form screen displays (Figure 7) with the **Nominee Description** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

NOMINEE INFORMATION

**2** NOMINEE DESCRIPTION

\* Required Field

\* **Reference Letter**  
Please upload the reference letter. Please limit to two pages.  
Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open).

**Reference Letter Uploaded: No**

Reference Letter: C:\Documents and Settings\k\

**3** SUBMIT REFERENCE

**Figure 7** Reference Form screen with the Nominee Description section open. The Upload button is circled.

9. In the **Nominee Description** section (Figure 7), browse to and upload your reference letter file.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

The screenshot shows a web interface for a reference form. At the top, a teal banner reads "NOMINEE INFORMATION". Below it, another teal banner reads "NOMINEE DESCRIPTION" with a checkmark icon. Underneath, a red asterisk indicates a "Required Field". The main content area is titled "Reference Letter" and contains instructions: "Please upload the reference letter. Please limit to two pages. Supported word-processors can be found in [Supported File Formats](#) (a new browser window will open). Use the 'Upload' button below to upload your file. If you experience problems, please contact the [NSF Help Desk](#) (a new browser window will open)." Below this is a section titled "Reference Letter Uploaded: Yes" with instructions: "To delete the uploaded reference letter, click the 'Delete' button. To replace a previously-uploaded document with a new document, delete the previously-uploaded document, then you will get an upload option." A "Delete" button is visible. At the bottom, there are two buttons: "Save" and "Save and Continue", with the latter circled in red. To the right of the buttons is a "View PDF" button with a PDF icon. Above the buttons, text says: "To view this essay in PDF format, click 'View PDF'. A new browser window will open. To print the PDF, use your browser's print function in the new window."

### 3 SUBMIT REFERENCE

Figure 8 Reference Form screen with the Nominee Description section open. The Save and Continue button is circled.

10. Click the **Save and Continue** button (Figure 8). The **Nomination Form** displays with the **Submit Nomination** section open.

The screenshot shows the "Submit Reference" section of the nomination form. At the top, there are two tabs: "Prepare A New Nomination" and "Prepare A New Reference". Below the tabs are links for "Instructions for Preparing Reference" and "View Saved Reference". A progress indicator shows three steps, with the third step (3) highlighted. Below the progress indicator, a teal banner reads "SUBMIT REFERENCE". The main content area contains the text: "You have completed all of the steps necessary to submit this reference. If you are ready to submit, you may click 'Submit'. If you would like to continue editing the reference, you may navigate to any of the steps by clicking on the banner links." A "Submit" button is located at the bottom of the section.

Figure 9 Submit Reference section.

You have now completed the Reference form. You have these options:

- Save the reference to edit it or submit it later
- Submit the reference