**P&S CYtation Award**

Submit the 1-page nomination form electronically to **pands-a@iastate.edu**, no other materials are required. Due Dates: December 1 and April 1

- Designed to recognize individual staff members, particularly those people who might not otherwise receive recognition for outstanding work that has been done within the past year.
- The person must be a P&S employee (on- or off-campus).
- The person must be nominated for performing above and beyond the call of duty, and/or doing something extraordinarily well, or acting in such a way as to make a very real difference in the institution.
- The number of nominations will be limited to two (2) from a submitting group. If a submitting group wishes to nominate more than two individuals the nominees will be ranked by the awards committee and the top two will be considered for the award.
- 6-8 awards given per award period

**P&S Team Award**

Submit the 1-page nomination form electronically to **pands-a@iastate.edu**, no other materials are required. Due Dates: December 1 and April 1

- To recognize a team of staff who have made a significant contribution to Iowa State University within the past year. Interdisciplinary and/or interdepartmental efforts should be recognized and rewarded.
- The team must include P&S employees (on-or off-campus).
- The team must be nominated for performing above and beyond the call of duty, and/or doing something extraordinarily well, or acting in such a way as to make a very real difference in the institution.

**Professional and Scientific Excellence Award**

Submit a total of three letters, one nomination letter (which must include a 100- word summary) and two letters of endorsement (one of which must be from a supervisor of the nominee), as well as the nominee’s resume or vita electronically to **award-ps-ea@iastate.edu**, colleges will submit their nominations to the appropriate college folder on CyBox. Due Date: February 20th

- Recognizes and honors professional and scientific staff members who have been employed by Iowa State University for more than five years, as of nomination deadline, and who have achieved excellence in their respective fields.
- 3 Awards with a $1500 stipend
- Professional contributions/service within the university (to the university, department or unit, other departments or units, and the P&S system)
- Professional organizations and positions held
- Evidence of career progress (promotions and educational advancements)
- Professional recognitions/contributions beyond the university (community, state, regional, national, international, committees, publications, and recognitions)
- List of publications, papers, and patents (including prepared reports, press releases, articles and presentations)
The Carroll Ringgenberg Award

Submit a total of three letters, one nomination letter (which must include a 100-word summary) and two letters of endorsement (one of which must be from a supervisor of the nominee), as well as the nominee’s resume or vita electronically to award-cr@iastate.edu, colleges will submit their nominations to the appropriate college folder on CyBox.
Due Date: February 20th

- Staff members must have a minimum of ten (10) years of service at Iowa State University, as of nomination deadline
- 1 award with a $1500 stipend

Criteria:
- Extraordinary dedication to the Iowa State University community
- A spirit of goodwill for Iowa State University
- A history of excellence in the service to others at Iowa State University

The Professional and Scientific Outstanding New Professional Award

Submit a total of three letters, one nomination letter (which must include a 100-word summary) and two letters of endorsement (one of which must be from a supervisor of the nominee), as well as the nominee’s resume or vita electronically to award-ps-onp@iastate.edu, colleges will submit their nominations to the appropriate college folder on CyBox.
Due Date: February 20th

- Five (5) years or fewer, as of nomination deadline
- Number of awards varies $1500 stipend

Criteria:
- Has demonstrated innovative, creative or original ways in accomplishing job responsibilities
- Has established a pattern of reliability and responsibility in performing job duties
- Has made an effort toward continual personal and professional development
- Has exhibited service to Iowa State University and/or community
- Fosters a spirit of cooperation and has strong interpersonal relationships with fellow employees
- Exhibits potential for future contributions to Iowa State University and/or community

Professional and Scientific Research Award

Submit nomination packet described below to: award-ps-ra@iastate.edu, colleges will submit their nominations to the appropriate college folder on CyBox.
Due Date: February 20th

- Professional and scientific staff members who have conducted research at ISU as a P&S employee for at least five years as of January 1 of the year in which the award is to be given.
- Recipients must be ISU employees at the time of the University Awards Ceremony.
- 1 award with a $1500 stipend

Criteria/Guidelines:
- Key components to a good nomination packet for this award are: 1) a synthesis of the nominee's research accomplishments and 2) evidence of contributions independent of those attributable to any
mentor or supervisor. Begin with a statement of no more than three pages describing why this person deserves the award for which she or he is being nominated. The purpose of this statement is to persuade those reviewing the nomination that your candidate deserves the award. Cite specific examples of relevant accomplishments, publications, and recognition whenever possible. Focus on the impact of the nominee's research activities. Be sure to document the level of independence of the nominee's contributions from those of any supervisor or mentor.

- Include the nominee's current curriculum vita not to exceed 25 pages. If the nominee has supervised students, it may be appropriate here to include a list of former students with information about their current employment or other research activities.
- Include statements from supervisors or mentors who are in a position to comment on the nominee's research. Two or three such statements are sufficient.
- Include letters from experts in the nominee's field at ISU and/or at other institutions who are knowledgeable about the nominee's work and its impact on the discipline. No more than three such letters are normally sufficient. Be sure to provide a short paragraph summarizing the qualifications of any external references.
- The nominating letter should address the norms for the numbers and types of publications and level of research independence expected for persons in the nominee's position and discipline. Please discuss the quality of the journals in which the nominee has published and include a list of the two to three most prestigious journals or publication venues in his or her field.
- Discuss and document the nominee's success in grantsmanship (sources and amounts), if any, and to discuss the norms for grantsmanship among persons in similar positions in the nominee's field.

**Regents Award for Staff Excellence**

Submit a total of three letters, one nomination letter (which must include a 100-word summary) and two letters of endorsement (one of which must be from a supervisor of the nominee), as well as the nominee’s resume or vita electronically to: award-regents-se@iastate.edu, colleges will submit their nominations to the appropriate college folder on CyBox.

Due Date: February 20th

- Nominee must have been a professional and scientific employee at Iowa State University for a minimum of five (5) years
- Up to 5 awards with a $1000 stipend

Criteria:

- Describe the nominee as an outstanding university citizen
- Professional contributions/service (to the university, department or unit, other departments or units, students, community and the state)
- Professional recognition/contributions, positions held beyond the university (regional, national, and international)
- List of publications, papers, and patents
- Evidence of career progress (promotion and educational advancements)