



NIFA PARTNERSHIP AWARDS NOMINATION FORM

INSTRUCTIONS

PURPOSE

To annually recognize exemplary work from a team or individual at a Land-grant University or other cooperating institution or organization supported by the National Institute of Food and Agriculture (NIFA). This program will allow recognition of outstanding contributions in support of the NIFA mission and USDA Strategic Goals that provide an outcome that positively impacts agriculture, the environment, communities, or people.

ELIGIBILITY

To be eligible for these awards, nominees must be from a Land-grant University or other cooperating institution or organization supported by NIFA. The program, project, or accomplishment described must be supported by NIFA funding. All nominations must be related to programs or projects that demonstrated measurable and continuing accomplishments, achievements, and/or impacts within the past three years.

For team awards, all members of the team must have played a substantial or significant role or made a significant contribution to the work of the project or program. Teams are limited to 20 members.

NIFA employees are not eligible to submit nominations but can be a part of a nomination submitted by a partner institution.

There can be a maximum of two nominations total (combined total across all categories) from any one institution, meaning the entire institution – including research, education, and extension as part of one entire institution.

CATEGORY OF ACCOMPLISHMENT

Nominations will be accepted in any of the following five categories:

Category I	<i>Mission Integration of Research, Education, or Extension</i>
Category II	<i>Multistate Efforts</i>
Category III	<i>Innovative Programs and Projects</i>
Category IV	<i>Effective and Efficient Use of Resources</i>
Category V	<i>Program Improvement through Global Engagement</i>

SELECTION CRITERIA

- Accomplishments must support the USDA strategic goals and objectives.

- See the NIFA Partnership Awards guidance for complete selection criteria information.

CITATION REQUIREMENTS

- The citation may not exceed 25 words in length.
- The citation should briefly explain the accomplishment and result achieved; it should focus on the action and result, rather than the level of effort or teamwork.

The following are examples of acceptable and unacceptable citations:

Acceptable: For implementing a new survey for past MNO program awardees to determine success of projects and return on investment.

Acceptable: For working collaboratively to transition the XYZ Program from the ABC agency to NIFA.

Unacceptable: For exceptional teamwork and commitment in the development of a performance accountability tracking service.

NOMINATION PROCEDURES

Nominations must consist of the following:

- A completed NIFA Partnership Awards Nomination Form; and
- Justifications must clearly and concisely address the selection criteria shown above and include brief but specific documentation of the substantial or significant role of **each** team member. Team award nominations are limited to a **maximum of 20** members including the team lead. Nominations listing more than 20 members will be disqualified.
- All nominations must be approved and endorsed by the Dean, Director, or Administrator for the lead institution(s). Team awards do not need the signature of the Dean, Director, or Administrator of every person on the team, but at least one Dean or Director must vouch for all team members and must sign the nomination form signifying approval of the nomination of all team members involved. See the NIFA Partnership Awards guidance for a complete description of nomination procedures.
- All signed nomination forms must be submitted by February 15, 2019, via email using scanned files that have been saved as .pdf or .jpg files to performance@ars.usda.gov.

