



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:

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

NIFA PARTNERSHIP AWARDS NOMINATION FORM

1. NOMINEE INFORMATION		
Recognition Type: INDIVIDUAL GROUP		
Individual or Team Name <i>(Include the exact name to be shown on the award. If a team, provide a team name and include each team member's name on the next page of this form.)</i>		Institution Name <i>(If a team, provide a name and institution for the lead team member)</i>
Phone	Fax	Email
Name of National Program Leader affiliated with program or project		
Period Covered From: To:		
2. CATEGORY OF ACCOMPLISHMENT		
I. Mission Integration or Research, Education, or Extension II. Multistate Efforts III. Innovative Programs and Projects		IV. Effective and Efficient Use of Resources V. Program Improvement through Global Engagement
USDA Strategic Goal <i>(Select the USDA strategic goal this nomination supports)</i>		
Category 1 – Ensuring USDA Programs are delivered efficiently, effectively, and with integrity and a focus on customer service Category 2 – Maximizing the ability of American agricultural producers to prosper by feeding and clothing the world Category 3 – Promoting American agricultural products and exports Category 4 – Facilitating rural prosperity and economic development		Category 5 – Strengthening the stewardship of private lands through technology and research Category 6 – Fostering productive and sustainable use of our National Forest System Lands Category 7 – Providing all Americans access to a safe, nutritious and secure food supply
Citation: (In 25 words or less, beginning with "For", describe the accomplishment and its result). **This will be printed on a certificate.**		
Justification: Using the selection criteria, justify and document the nomination for Category I, II, III, IV, or V. For team nominations, include a brief but specific description for each team member (limit of 20 team members) of their particular substantial or significant role. DO NOT ATTACH MORE THAN ONE ADDITIONAL 8" x 11" PAGE (ONE-SIDED) FOR INDIVIDUAL NOMINATIONS OR TWO ADDITIONAL 8" X 11" PAGES (ONE SIDED) FOR TEAM NOMINATIONS. USE FONT SIZE AND TYPE NO SMALLER THAN TIMES NEW ROMAN, 12 POINT. NOMINATIONS EXCEEDING THESE REQUIREMENTS WILL BE DISQUALIFIED.		



3. TEAM LEADER INFORMATION					
Name			Institution		
Position Title					
SECOND GROUP/TEAM LEADER INFORMATION (if applicable):					
Name			Institution		
Position Title					
4. GROUP/TEAM MEMBERS INFORMATION					
Name: (Last Name, First Name)		Position Title:		Institution:	
5. NOMINATOR INFORMATION					
Name			Title & Institution		
Signature			Date		
Telephone		Fax		Email	
Name & Title of Dean or Director (<i>if not the nominator</i>), PRINTED			Signature of Dean or Director		