

ICRS Members Award Nomination Form Instructions

Nominations should be submitted using the online form (link provided at: <http://coralreefs.org/awards-and-honors/nominations/>). E-mailed submissions will not be accepted.

The completed electronic nomination form, with a single attached file including the nomination letter, letters of support (2), and the nominee's CV must be submitted online and are all required to complete the submission. These instructions are provided as a step-by-step guide through the nomination form; all content described should be acquired prior to accessing the form.

Please review criteria for Society awards (<http://coralreefs.org/awards-and-honors/>) and review the ICRS Code of Conduct (<http://coralreefs.org/about-icrs/diversity-statement/>) prior to submission.

Page 1. Instructions

The nomination should consist of:

- ✓ the completed electronic form, and the following documents:
- ✓ a nomination letter (<500 words) from a current ICRS member – self-nominations are not permitted
- ✓ two letters of endorsement (<500 words) from other current ICRS members (except for the Coral Reef Conservation Award where endorsement letters can be provided by non-members)
- ✓ a c.v. (up to 6 pages in length) of the nominee

All of the above documents are required to submit the form. The documents must be combined into a single document or pdf file prior to submission.

Page 2. Award Selection

- Select Current Award Year
- Select at least one award for nomination. ICRS Members may be nominated for more than one award in a single year if they meet eligibility requirements. Letters of nomination and endorsement must address criteria for all awards for which the nominee is being considered.

Page 3. Contact Information, Nominator

Please provide:

- Name
- Confirm (yes/no) whether ICRS Membership is current
- Institution
- Mailing Address
- Telephone
- Email

- Nominator must declare any concerns regarding the nominee's standing with the ICRS Code of Conduct. Please review: the ICRS Code of Conduct (<http://coralreefs.org/about-icrs/diversity-statement/>)

Page 4. Contact Information, Nominee

Please provide:

- Name
- Years of ICRS Membership
- Confirm (yes/no) whether ICRS Membership is current
- Highest Degree Earned
- Year Highest Degree Awarded
- Highest Degree-Granting Institution
- Field of Study
- Present Institution
- Mailing Address
- Telephone
- Email

Pages 5 and 6. Letters of Endorsement (Letters 1 and 2)

Only current ICRS members are eligible to provide letters, except for nominations for the Coral Reef Conservation Award where letters may be provided by non-members. Please provide for each individual writing a letter of endorsement:

- Name
- Confirm (yes/no) whether ICRS Membership is current
- Present Institution
- Mailing Address
- Telephone
- Email

Page 7. Upload Nomination Package

- Attach a single document or pdf file containing: (1) a nomination letter (< 500 words); (2) two letters of endorsement (< 500 words each); and (3) the nominee's c. v. (up to 6 pages in length). File must be < 10 mb in size.
- The file should be named as: AwardName_NominatorLastName_NomineeLast Name (include all award names in the file name if nomination is for more than one award)