

CHAS Awards Nomination Guidelines

Note: These timelines and guidelines do not apply to the **Student Meeting Registration Award**.

See www.DCHAS.org/chas-award-nominations/ for instructions and criteria for the Student Meeting Registration award.

Nomination Timeline



Nomination Types

All nominations are submitted using the Nomination Application Form for each award. The application form for each award can be downloaded from the CHAS Awards Nomination webpage at www.DCHAS.org/chas-award-nominations/. The CHAS Awards Committee accepts three types of nominations.

1. Third party nomination of a deserving individual or team
2. Self-nomination
3. Suggestion of a nominee by name and contact information only.

In this case, the CHAS Awards committee may elect to contact the suggested person or team to recommend that they submit a complete self-nomination application. This is also how the Canvassing Subcommittee members recommend nominees to the Selection Committee. We do not guarantee that we will contact every nominee suggested in this manner.

Eligibility Criteria

Nominators

- Nominators are *not* required to be members of the Society or of the Division of Chemical Health and Safety.
- A nomination can only have one nominator and the cover letter is written by this person.
- Any individual, except a member of the CHAS Award Selection committee, may submit either one nomination or one support letter for each award. However, Selection Committee members may submit other nominations or support letters for awards in which they are not serving as a judge.

Nominees

- Nominees are not required to be members of the Society or the Division of Chemical Health and Safety unless this is specified in the award Nomination Application criteria for that award.

- The nominee’s accomplishments should be specific to the purpose of the award.
- An individual who has received a CHAS Award may be nominated for a *different* CHAS ACS award if (1) the nomination is for clearly different work from the previous award (the letter of recommendation for the award must address the differences between the work performed for the previous ACS award and that which is addressed in the current nomination) or (2) at least five years has elapsed since the previous ACS award was received. The “five-year” rule is waived for students who have received the Student Meeting Registration Award.
- Most awards can only be received by the same recipient once. Exceptions are the Student Meeting Registration Award (awarded at the discretion of the Awards Committee), and the Safety/Stratus College and University Health and Safety Award, which may be applied for again 10 years after the award was received. Nominees are encouraged to reapply only if significant and relevant changes to the program can be demonstrated. Details about this are included in the nomination application for that award.
- Nominees should adhere to the ACS Ethical and Professional Guidelines, including the [Chemical Professional’s Code of Conduct](#)

Diversity

The ACS Diversity Statement can be viewed [here](#).

The Awards Committee seeks nominations that span the interests, and fully reflect the diversity of the membership in the Division of Chemical Health and Safety and in the American Chemical Society. The CHAS Awards Canvassing and Selection committees are committed to making balanced decisions when considering gender, groups historically underrepresented in the profession, research area, employment sector, and career stage.

To this end, nominees and award winners may be asked to voluntarily provide demographic information that will help us monitor the diversity of our nomination pool and selected recipients.

Nomination Requirements

A complete nomination application includes the following information, which must be submitted to the Awards Committee Chairperson (awards@dchas.org) by the posted deadline. The information is provided by completing the award’s Nomination Application form, which may include additional criteria specific to that award.

Contact Information	Contact information for the nominator, the nominee, and any support-letter writers, is required. Contact information for each person must include full name, job title, company/institution, department/organization, email address, and phone number. Some awards may recognize whole organizations or teams instead of individuals. The application form for these awards will ask you to specify the intended nominee.
Cover Letter (750 words or fewer)	Describe why the nominee’s accomplishments are deserving of this award. The letter shall describe the nominee’s work and how it is aligned with the purpose, eligibility, and/or criteria of the award, the impact on the discipline, the significance of this effort, and the benefits to the Society and/or Division. Consider in the letter: <ul style="list-style-type: none"> • Alignment of work with the award’s purpose, eligibility and/or criteria • Significance and impact of this work on the field/discipline and on the chemical enterprise

	<ul style="list-style-type: none"> • Excellence of the work • Innovativeness of the approach used • Potential/realized impact and benefits of the work on society • Service to the scientific community or the field of chemical health and safety
Biographical Sketch	This is a brief (1 paragraph) description of the nominee and their accomplishments as they relate to the chemical enterprise, chemical health and safety, and the award criteria. For example, this information might be used to introduce an awardee when presenting the award to them at the annual awards symposium.
Significant Publications and Patents (if applicable)	If applicable, list citations for any publications or patents that have significance to the general area of the award's purpose. You do not need to attach the full text. The Selection Committee will request more information if needed.
Additional Letters of Support (400 words or fewer, optional)	If desired, additional letters of support may be included with the nomination application. Support letter writers are not required to be members of the Society or the Division of Chemical Health and Safety. The Supporter's contact information must be included in the letter. Support letters should contain information not already addressed in the cover letter. The support letter should clearly describe the impact of the nominee's work and the ways in which they have met the purpose and criteria of the award.
Additional Attachments as Required	Certain awards may require additional supporting materials. These will be listed on the Nomination Application form for each award and must be submitted by the nomination deadline. Additional supporting material must be included as attachments in the same email as the application. All file names must be formatted as specified on the application form.

Rollover Nominations

Nomination submissions for non-winners will remain in the CHAS Awards Nomination pool for **three** award cycles. If the nominee is not named the recipient, the nominations will automatically rollover to the next award cycle. We encourage nominators to submit a Nomination Update letter during the award cycle nomination open period in order to provide the Selection Committee with updated information.

After the third award cycle, the nomination will expire. The year the award will be presented to the nominee is the award cycle year.

Award Results Announcements

In late February or early March, the CHAS Awards Chair will announce the winners of that year's awards. Recipients and nominators will be contacted by email by the Awards Chair. In some cases, non-recipients may also be notified individually that they were not selected for the award. This usually occurs when the Selection Committee wishes to provide feedback and/or encourage the nominee to submit an updated application for the following award year.

After the individual notifications are made, the winners are then announced to the CHAS Executive Committee, the DCHAS-L email listserv, CE&N, and the Journal of Chemical Health and Safety. This occurs no later than the Spring National ACS meeting.

CHAS Awards Symposium

The awards are presented to the recipient at the Fall National Meeting during the CHAS Awards Symposium. Each recipient is requested to deliver a 15 – 20-minute presentation at the symposium. The Awards Chair will provide details about abstract submission to all awardees.