

**INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF NOMINATIONS
FOR THE UNDER SECRETARY'S AWARD FOR OUTSTANDING
ACHIEVEMENT IN HEALTH SERVICES RESEARCH**

1. NOMINATION. Nominations may be made by other scientists, the local Research and Development (R&D) Committee, the Scientific Merit Review Board (SMRB), or the SMRB Subcommittee for Career Development, through the Director, Health Services Research and Development (HSR&D). No more than one nomination may be submitted by each Department of Veterans Affairs (VA) medical center in a given year. Nomination packages are prepared by the Associate Chief of Staff (ACOS) for R&D and submitted by the VA medical center Director. **NOTE:** *Persons wishing to nominate a candidate must contact the ACOS for R&D at the candidate's VA medical center of employment.*

2. CONTENT. Each nomination must include:

- a. A statement from the VA medical center Director, presenting the rationale for the nomination.
- b. A summary of the nominee's achievements as they relate to the award criteria (not to exceed three pages).
- c. The nominee's complete and current curriculum vitae and bibliography. Please do not include social security numbers.
- d. Letters of support from the local R&D Committee and the Dean's Committee of the affiliated medical school.
- e. A letter of support from an investigator (who is not an employee of the nominee's VA medical center or on the faculty of the affiliated medical school).
- f. Reprints of three of the nominee's major, original research publications.

3. FORMAT. Nominations should consist of single-spaced typed pages in a PDF form. Use Arial 11 font.

4. SUBMISSION. The most current information regarding submission procedures and deadlines can be found at HSR&D's website (<http://www.hsr.d.research.va.gov>) or in communications from CO to the ACOS/R&D's office. All materials or correspondence must be submitted electronically to Bonnie.BootsMiller@va.gov.

5. DUE DATE. Close of Business **May 5, 2023**