NOMINATION CHECKLIST FOR THE AAS PRIZES

THE NOMINATOR WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Provide name, email, and phone number. This information will allow the AAS Office to contact you in the case of questions regarding the nomination. The information will not be available to the Review Committee or the nominee (except for self-nominations).
- Identify nominee — this will include their name, institution, and current email address.
- Verify that nominee is eligible for this prize. Review prize purpose and eligibility rules, and check list of previous winners.
- Identify three people who have agreed to write letters of support for the nomination. Be prepared to provide their names and current email addresses.

THE NOMINEE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Complete professional ethics self-disclosure form (link provided as part of nomination.) If this cannot be done for any reason, do not continue with the nomination.
- Provide complete contact information.
- Provide curriculum vitae and bibliography.
- For early career prizes, provide year of birth and year of Ph.D.
- For early career prizes, if a waiver of rules regarding age or time since Ph.D. is desired, provide a brief description of the reason (noting the requirement is for a family or medical reason for a documented career interruption.)

THOSE WRITING LETTERS OF SUPPORT ARE ASKED FOR THE FOLLOWING:

- Self-nominees may not write letters of support for themselves; all three letters of support must come from other people.
- Avoid language such as, “I’m writing to nominate [candidate’s name].” Any letter of support that suggests that the author is directly ‘nominating’ the candidate rather than ‘supporting the nomination of’ the candidate will be returned for a rewrite.
- We don’t want the Prize Committee members to know which candidates were nominated by others and which candidates nominated themselves. A statement such as, “I’m writing to support the nomination of [candidate’s name],” will preserve the nominator’s anonymity.