



Nomination Checklist

Attention nominators for AAS Prizes! The nomination process has changed. Please read through this checklist to see who is responsible for each part of the nomination.

The tasks of submitting a prize nomination have been divided between the nominator and the nominee. What follows is a generic nomination checklist showing the responsibilities of each. For self-nominations, of course, the person submitting their nomination must provide all the required information.

The nominator is asked to verify the eligibility of the nominee by reading the prize description and reviewing the recipient list to confirm that the nominee has not already received the prize in question. Where there are date-related eligibility requirements, as for the Cannon Award, the Pierce Prize, and the Warner Prize, the nominator should verify that they will have been met as required for the prize in question.

The NOMINATOR will supply the following:

- Nominee's name, institution, and contact e-mail
- Names and contact information for 3 individuals who have agreed in advance to write letters of support.
 - The nominator may act as one of the letter writers, except in the case of self-nomination.
 - The nominator must take care to enter CORRECT email addresses. Invalid email addresses will cause the nomination to fail.

The NOMINEE will be asked to supply the following:

- Mailing address
- Curriculum vitae (CV)
 - This document should be no more than 2 pages long (in typical font, single-spaced). It is recommended that only the information relevant to the prize in question be included.
- A bibliography of the candidate's published articles
 - This document should be no more than 2 pages long (in typical font, single-spaced). It is recommended that only the information relevant to the prize in question be included.
- Abstracts of three publications illustrative of the candidate's merit
- Completed Professional Ethics Self-Disclosure form
- FOR SOME EARLY CAREER PRIZES ONLY: Year of birth or year of PhD, as required to meet prize criteria.
 - If an extension of the age or year of PhD limit is requested, the nominee will be asked to provide a brief explanation of the family or medical leave that resulted in a career interruption. The nominee should be prepared to provide documentation from their employer if this is requested.

The information described above will be required for most (but not all) prizes. Additional information is required for certain prizes, such as book information for the Astronomical Writing Prize, a 5-year research plan for the Cannon Prize, etc. Detailed instructions are provided in the online nomination form.

Updated: March 2024