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.hsrdr.research.va.gov) or
in communications from CO to the ACOS/R&D’s office. All materials or correspondence
must be submitted electronically to Eric.Enone@va.gov.

5. DUE DATE. Close of Business March 12, 2021