

2020 Governor's Awards for Excellence in Science

Guidelines and Procedures

The South Carolina Academy of Science (SCAS) recently released a call for nominations for the 2020 Governor's Awards for Excellence in Science. Established in 1985, the Governor's Awards for Excellence in Science, administered by SCAS, are among the highest science honors in our state. The Governor's Awards for Excellence honor an individual or team within the state whose achievements and contributions to science in South Carolina merit special recognition and promote wider awareness of the quality and extent of scientific activity in South Carolina. Candidates must currently be working in South Carolina or must have conducted a substantial portion of their work within the state.

To streamline the nomination process and help ensure that USC's distinguished scientists have the best possible chance at receiving this honor, each year the VPR office coordinates an internal selection process for the awards, before passing the final nominations for consideration to SCAS. The VPR office then works with the finalists and their nominators to complete SCAS submission requirements. The Office of the Vice President for Research (VPR Office) is pleased to accept nominations on behalf of any USC faculty from any USC campus.

Criteria

- Faculty members may not nominate themselves.
- Nominations can be for one individual scientist, or for a team.
- Candidates should be currently working in South Carolina or have conducted a substantial portion of their work within the state.
- Candidates' contributions may be in any area of science and may be for service to science through non-formal education in the various media, for exemplary exposition at the college or university level, or as an acknowledgement for significant outstanding formal research.
- When nominating a team, it is important to demonstrate clear evidence of collaboration directed toward a common scientific goal (e.g. via jointly authored publications or multi-investigator grant awards). Letters of support should emphasize the contributions of the team more so than individuals. The research team may include individuals from different institutions or companies. (In the case of a team award, the honorarium will be distributed equally.)

The Four Governor's Awards

Excellence in Scientific Research (ESR)

The award is made to a scientist or team whose contributions to scientific discovery merit special recognition and have impacted the respective discipline on a national and international basis.

Young Scientist Award for Excellence in Scientific Research (YESR)

This award is directed to gifted young researchers (defined as individuals who have completed no more than 12 years beyond the Ph.D.) who has demonstrated the potential for major contributions to his or her discipline.

Excellence in Scientific Awareness (ESA)

The award is presented to a candidate or team whose achievements have had significant impact on science education in South Carolina, have promoted wider awareness of science and are of such high quality that they merit special recognition. These achievements may be in the realm of formal education activities or service to science through non-formal education in various media. They should impact science education or science awareness on a state, regional and national basis.

Excellence in Scientific Research at a Predominantly Undergraduate Institution (PUI)

The award recognizes an individual or team whose achievements and contributions to science over at least a 10-year period, at a predominately undergraduate South Carolina university or college, merit special recognition.

Internal Nomination Process Overview

Faculty and administrators are invited to submit nominations until 5:00 p.m. on Monday, October 21, 2019. All Governor's Award internal nominations are submitted online through a nomination system based on USC's sponsored awards proposal routing system USCeRA, a familiar interface for most USC faculty members.

The VPR office will coordinate the internal selections and submit one official USC finalist for each of the awards to SCAS. The selected finalists will be notified on or before Monday, November 11, 2019. The VPR office will work with the finalists and their nominators to complete the remaining SCAS required nomination materials and submit their nomination to SCAS.

For questions regarding the Governor's Awards or the nomination process, contact **Debbie Gipson** in the Office of the Vice President for Research.

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Preparing the Nomination Materials

The nominator should prepare:

- A letter of nomination (1.5-page limit; PDF format). **Note:** *If the nominee(s) is chosen as finalist, this letter will serve as the first draft for the official nomination letter from the VPR.*

The primary nominee should prepare:

- A complete, up-to-date CV, in PDF format. For team nominations, all team members' CVs should be combined into one PDF file, with the primary nominee's first.
- A case statement (1 page limit; PDF format) summarizing the achievements on which the nomination is based. The case statement should specify the significance of particular contributions to the field of science and to South Carolina. Nominators are encouraged to collaborate with the nominee(s) to create a concise statement. **Note:** *Nominations for the Excellence in Scientific Awareness Award should emphasize the candidate's (or team's) contribution to all educational aspects of science in South Carolina.*

Submitting the Nomination Online

Nominator Steps 1-3

1. The nominator initiates the nomination process through the USCeRA-based system by logging in at breakthroughandgovawards.research.sc.edu, with the username and password he or she uses to access USC email, USCeRA, etc. When logged in, the nominator will begin on a screen titled “My Nominations.”
 - To initiate a new nomination, click the red “+ Create Nomination” button.

The screenshot shows the 'Create Nomination' page on the University of South Carolina website. The page header includes the university logo, navigation links for 'My Nominations', 'Nomination Review', and 'Award Contests', and the user name 'Ms. Elizabeth Renedo'. The main heading is 'Create Nomination'. Below this, there is a section for 'Award Contest' with a list of categories. A red box highlights the first four categories: '2020 Governor's Award: Excellence in Scientific Research (ESR)', '2020 Governor's Award: Award for Excellence in Science at a Predominately Undergraduate Institution (PUI)', '2020 Governor's Award: Young Researcher Award for Excellence in Scientific Research (YESR)', and '2020 Governor's Award: Excellence in Scientific Awareness (ESA)'. To the right, there is a 'Guideline Documents' section with a link to 'Breakthrough Nomination Submission Guide'. Below the award categories, there is a 'Nominee' field with a 'Lookup' button. Underneath is a 'Relationship to Nominee' text area. A blue callout box states: 'Collaborative (team) awards are encouraged and are eligible in each category.' Below this is a 'Team Members' section with an '+ Add Team Member' button. At the bottom, there is a 'Continue' button.

Note: The same system is used to nominate candidates for Breakthrough Awards, so nominators will see Breakthrough awards listed on the Create Nomination screen, in addition to the four Governor's Awards.

2. On the “Create Nomination” screen (above), the nominator should select the desired Governor’s Award, then select the primary nominee using the “Lookup” tool to search for first and last name. Once the primary nominee is selected, the nominator will enter a short description of his or her relationship to the primary nominee (colleague or mentor, for example). If nominating a team, use the white “+ Add Team Member” button to look up and add team members until all have been added. Once all selections are made, click the green “✓ Continue” button.
 - When a faculty member is selected, the system will capture the nominee’s basic details like name, email, tenure status, etc., automatically.

The screenshot displays the 'Prepare Nomination' interface for the University of South Carolina. At the top, there is a navigation bar with 'My Nominations', 'Nomination Review', and 'Award Contests'. The main content area is titled 'Prepare Nomination' for 'Deborah Gipson'. A breadcrumb trail shows 'My Nominations' > 'Prepare Nomination'. A 'Details' box contains the following information: Award Contest: 2020 Governor's Award: Excellence in Scientific Awareness (ESA); Nominee: Deborah Gipson; Relationship to Nominee: Colleague. Below this is an 'Edit Nomination Information' button. A blue callout box explains that clicking the 'Send to Nominee to Complete' button will notify the nominee via email to login and complete their part of the nomination. The 'Send to Nominee to Complete' button is highlighted in blue. A 'Guideline Documents' section on the right lists 'Breakthrough Nomination Submission Guide' and 'Governor's Award: Excellence in Scientific Awareness (ESA) Guidelines'. A second breadcrumb trail is visible at the bottom of the content area.

3. On the Prepare Nomination Screen (above), the nominator should review the nomination details to ensure the correct nominee(s) has been selected for the intended award, then click “✓ Send to Nominee to Complete” button to send the nomination to the primary nominee who will complete his or her portion of the nomination package.
 - If the selected nominee(s) or award is incorrect, use the grey “Edit Nomination” button to go back and adjust.
 - Remember, later in the process the nominator will upload the letter of recommendation before submitting the final nomination package to the Office of Research.

Nominee Steps 4-6

4. The primary nominee will receive an email prompting him or her to log in and complete the nominee portion of the nomination package. When the primary nominee logs in (using normal credentials for accessing USCeRA, USC email, etc.), the nomination will appear on the “My Nominations” page, under the heading “You have been nominated” along the right-hand side of the page. Click on the nomination to access the “Prepare Nomination” screen (below).

The screenshot shows a web interface for preparing a nomination. At the top, there is a navigation bar with the University of South Carolina logo and links for 'My Nominations', 'Nomination Review', and 'Award Contests'. The user's name, 'Deborah Gipson', is displayed in the top right corner. The main heading is 'Prepare Nomination' with the user's name below it. A breadcrumb trail shows 'My Nominations > Prepare Nomination'. The form is divided into several sections:

- Details:**
 - Award Contest:** 2020 Governor's Award: Excellence in Scientific Awareness (ESA)
 - Nominee:** Deborah Gipson
 - Relationship to Nominee:** Colleague
- Required Documents:**
 - Nominator Letter of Recommendation:** The nominator will complete and upload this document.
 - Nominee Case Statement:** The nominee will upload this document. 1 Page Limit. Includes an 'Upload Document' button.
 - Nominee CV:** The nominee will upload this document. Includes an 'Upload Document' button.
- Guideline Documents:**
 - Breakthrough Nomination Submission Guide
 - Governor's Award: Excellence in Scientific Awareness (ESA) Guidelines

At the bottom of the form, there is a blue box with a checkmark icon and the text: 'By submitting this form you certify the accuracy of the contents of any uploaded documents.' Below this is a blue button labeled 'Submit to Nominator to Finalize'. A second breadcrumb trail is at the very bottom: 'My Nominations > Prepare Nomination'.

5. From the “Prepare Nomination” screen (above), the nominee will:
 - Upload the one-page case statement in PDF format.
 - Upload an up-to-date CV in PDF format. Remember, for team nominations, all team members’ CVs should be combined into one PDF file, with the primary nominee’s first.

6. When the case statement and CV files are in place, the primary nominee should click the green “✓ Submit to Nominator” button to electronically certify the information and return it to the nominator for final review and submission to the Office of Research.
 - After the primary nominee has uploaded the case statement and CV, the nominator will be able to review the materials.

Nominator Final Step 7

- The nominator will receive an email notification when the nominee completes his or her portion of the nomination package. The nominator's final step is to log in, upload the letter of recommendation and review the nominee's case statement and CV, to ensure they are complete. (See screenshot below.) Once all items are in place, click the green "✓ Submit Nomination to the Office of Research" button to submit the final package to the Office of Research for consideration.

The screenshot shows a web application interface for preparing a nomination. At the top, there is a navigation bar with the University of South Carolina logo, "My Nominations", "Nomination Review", "Award Contests", and the user name "Ms. Elizabeth Renedo". The main heading is "Prepare Nomination" for "Deborah Gipson". Below this, there is a breadcrumb trail "My Nominations / Prepare Nomination".

The interface is divided into two main sections. On the left, under "Details", the following information is displayed:

- Award Contest:** 2020 Governor's Award: Excellence in Scientific Awareness (ESA)
- Nominee:** Deborah Gipson
- Relationship to Nominee:** Colleague
- Nominee Signature Date:** 09/24/2019

Below the details is an "Edit Nomination Information" button. To the right, under "Guideline Documents", there are two links:

- Breakthrough Nomination Submission Guide
- Governor's Award: Excellence in Scientific Awareness (ESA) Guidelines

The central section is titled "Required Documents" and lists three items:

- Nominee Case Statement:** 09/24/2019 02:17 PM. The nominee will upload this document. Document: Case_Statement.pdf. Status: No Revisions.
- Nominee CV:** 09/24/2019 02:17 PM. The nominee will upload this document. Document: CV.pdf. Status: No Revisions.
- Nominator Letter of Recommendation:** 09/24/2019 02:16 PM. The nominator will complete and upload this document. 1.5 Page Limit. Document: Recommendation_Letter.pdf. Status: No Revisions. A "Revise" button is present.

At the bottom of the document list, there is a prominent green button: "✓ Submit Nomination to the Office of Research".

