

GSA Award Nomination Tip Sheet

(Note: Not all tips will apply to all awards.)

The most effective nomination letters:

- Start with a clear, concise, and specific opening statement about why your nominee is deserving of the award for which they are being nominated.
- Are prepared in such a manner that the requirements of the award match the characteristics of the nominee. Be sure to read the requirements for the award.
- Are concise. Use the allotted space to offer unique examples that support the nominee's fit to the award for which they are being nominated.
- Are explicit. It is best to give specific examples of how the nominee has met or exceeded the requirements for the award. It is not useful to offer a statement noting that the nominee is excellent. Data are needed to support the claim. This is particularly true in situations where the nominee has gone above and beyond the expectations of their position.
- Are proofread. It is your responsibility as the sponsor to ensure that there are no typos and the document flows smoothly and tells your nominee's story.
- End with a concise closing statement that summarizes and reinforces the outstanding attributes of your nominee that are expected for individuals who are chosen for the award.

General Tips:

- Know the intent of the award and the required nomination components.
- Compile all nomination materials prior to initiating the online nomination process.
- Ensure all signatories agree on areas of outstanding performance.
- Cite a different accomplishment for each area of outstanding contribution.
- Focus on quality not quantity; explain why the contribution is "outstanding."
- Describe the outcomes and impact of the outstanding contribution; what sets this contribution apart from others; it's not enough to provide a list.
- Verify, where applicable, that nominees are GSA members in good standing.
- Strictly adhere to page limit requirements or risk the nomination not being considered.
- Review all nomination materials for consistency before submitting the nomination.

Typically,¹ Nomination letters are reviewed for:

- Contribution: originality, creativity
- Impact: Demonstration of sustained impact over many years
- Replication: Evidence of dissemination of work by others
- Practicality: Significant contribution to improve lives of older persons
- Leadership: Evidence of leadership in the field
- Mentorship: Evidence of commitment to mentorship and training
- Personal: Characteristics of humility, respect, generosity
- GSA Involvement: Evidence of commitment and service to GSA

¹ Nomination letters for student and/or mid-career awards may focus more on how an early career scholar has contributed to the field so far.