



H E L P   D O C U M E N T A T I O N

# FastLane Help System

## Honorary Awards



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## Honorary Awards

### Honorary Awards Introduction

In the Honorary Awards module, researchers can submit nominations and references for nominees for the following NSF awards:

- Alan T. Waterman Award: An annual award that recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation
- National Medal of Science: A Presidential award bestowed on individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences." NSF manages this award on behalf of the White House.
- Vannevar Bush Award: An annual award that recognizes an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation"
- National Science Board Public Service Award: An annual award that recognizes people and organizations who have increased the public understanding of science or engineering

The Alan T. Waterman Award, the National Medal of Science and the Vannevar Bush Award require references. When you prepare a nomination for any of these awards, you are required to indicate the names and contact information for the individuals who will submit a reference on behalf of your nominee. As a nominator you are responsible for ensuring that your suggested references submit their information in a timely manner.

Nomination for the National Medal of Science, the Vannevar Bush and the National Science Board Public Service award meriting final consideration may be carried over for a period of 3 years, including the year of nomination. After that time, you may renominate the candidate for later consideration, if he or she is still eligible. For the Alan T. Waterman award, only nominations classified as "Top Performer" are carried over an additional year. For questions regarding eligibility for the Alan T. Waterman award, please contact Honorary Awards Specialist, Mayra Montrose.

After you have submitted a nomination, you cannot change it through FastLane. You must contact Honorary Awards Specialist, Ann Noonan, if you need to modify a submitted nomination for the Vannevar Bush Award or the Public Service Award, and contact Honorary Awards Specialist Mayra Montrose, if you need to modify a submitted nomination for the Alan T. Waterman Award or the National Medal of Science Award.

## Register for Honorary Awards

1. On the **FastLane Home Page** screen (Figure 1), click **Honorary Awards**. The **Honorary Awards** screen displays (Figure 2).

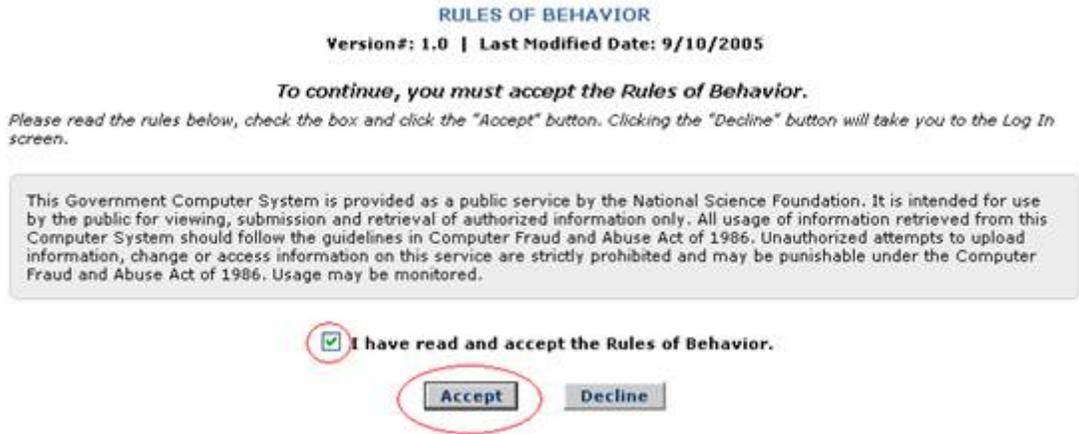


Figure 1 FastLane Home Page screen. The Honorary Awards link is circled.



Figure 2 Honorary Awards screen. The Register Here link and the register and create your Honorary Awards user account link is circled.

2. To create an account, click on **Register Here** or the **register and create an Honorary Awards user account** link. (Figure 2). The **Rules of Behavior** screen displays (Figure 3).



**Figure 3 Rules of Behavior screen. The check mark box and the Accept button are circled.**

3. Read the **Rules of Behavior** (Figure 3).
4. Click the check mark box for **Accept** (Figure 3) to accept the Rules of Behavior (You cannot continue to register if you do not accept).
5. Click the **Accept** button (Figure 3). The **Register User** screen displays (Figure 4). On the **Register User** screen (Figure 4), enter the following information in the appropriate boxes:
  - First name
  - Last name
  - Address
  - City
  - Zip code (optional)
  - State
  - Country
  - International postal code (optional)
  - Email
  - Phone number
  - Fax number (optional)
  - Organization
  - User Name
  - Password (see [Password Requirements](#))
  - Confirm password—Retype your password.

**User Account Management** | MAIN**REGISTER USER**

Please enter information into the fields below in order to create your user account. If you have a domestic United States address, please fill in the state and zip code fields. Otherwise, please enter your international postal code. Please enter your password twice, as this will help to prevent your password from being registered with typographical errors.

**Note: registering with the Honorary Awards website will not create an account within Fastlane for you.**

\* Required Field

* First Name:	Alan	* Last Name:	Alpha
* Address:	15552 Wilson Boulevard		
* City:	Arlington	State:	Virginia
Zip:	22042		
International Postal Code:			
* Country:	United States		
* Email:	alan@alpha.edu		
* Phone Number:	7039999999	<i>(no dashes or spaces)</i>	
Fax Number:		<i>(no dashes or spaces)</i>	
* Organization:	NSF		
* User Name:	aalpha		
* Password:	••••••••		
* Confirm Password:	••••••••		

**Submit**

Cancel

**Figure 4 Register User screen. The Submit button is circled.**

6. Click the **Submit** button (Figure 4). The **Confirm Register User** screen displays (Figure 5).

CONFIRM | Register User

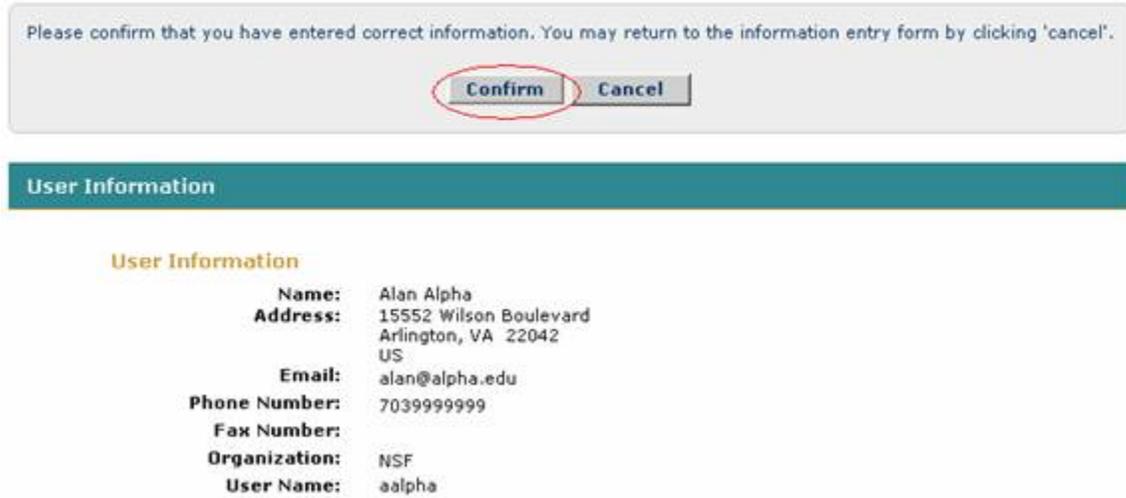


Figure 5 Confirm Register User screen. The Confirm button is circled.

7. Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6).



Figure 6 Confirmation screen.

8. Click **Back to Main** (Figure 6). The **Honorary Awards** screen displays (Figure 7). You can now begin to nominate an individual or to write a reference for an individual for one of the four awards.



### Honorary Awards

Select an Honorary Award below to create and manage nominations and references for that Award.

- Alan T. Waterman Award**  
This annual award recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.
- National Medal of Science**  
Awarded to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences."
- Vannevar Bush Award**  
This annual award recognizes an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."
- National Science Board Public Service Award**  
This annual award recognizes people and organizations who have increased the public understanding of science or engineering.

Figure 7 Honorary Awards screen.

## Log In to Honorary Awards

To log in, you must be registered for Honorary Awards. See [Register for Honorary Awards](#).

1. On the **FastLane Home Page** screen (Figure 1), click **Honorary Awards**. The **Honorary Awards Login** screen displays (Figure 2).

NSF Home | News | Site Map | FastLane Help | Grants.gov Help | Contact Us

**FastLane**  
www.fastlane.nsf.gov

FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)

**FastLane User Support** (7 AM to 9 PM Eastern Time • M-F)  
**1-800-673-6188**  
FastLane Availability (recording):  
**1-800-437-7408**

Proposals, Awards and Status | Proposal Review | Panelist Functions | Research Administration | Financial Functions

**Honorary Awards** | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

**Quick Link**

- ▶ Registration Information
- ▶ Award Search and Funding Trends
- ▶ FastLane FAQs (Opens new Browser Window)
- ▶ Grants.gov FAQ (Opens new Browser Window)

**Advisories**

- 08/01/07** - FastLane changes to reduce the use of Social Security Numbers (SSNs) will be implemented on August 4, 2007.
- 07/31/07** - FastLane changes to reduce the use of Social Security Numbers (SSNs) will be implemented on August 4, 2007.
- 07/05/07** - Information on the Use of Designated Fonts in NSF Proposals (Opens new browser window)
- 06/22/07** - Starting June 23rd, NSF is making it easier for PIs to report journal publication citations as part of their

Figure 1 FastLane Home Page screen. The Honorary Awards link is circled.

Figure 2 Honorary Awards Login screen. The Log In button is circled.

2. In the **Login** section (Figure 2), type the following in the boxes provided:
3. **User name** (which you assigned to yourself when you registered)
4. **Password** (which you set when you registered)
5. Click the **Login** button (Figure 2). The **Honorary Awards** screen displays (Figure 3). You have options to submit nominations for the following awards:
  - [Alan T. Waterman Award](#)
  - [National Medal of Science](#)
  - [Vannevar Bush Award](#)
  - [National Science Board Public Service Award](#)



### Honorary Awards

Select an Honorary Award below to create and manage nominations and references for that Award.

- Alan T. Waterman Award**  
This annual award recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.
- National Medal of Science**  
Awarded to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences."
- Vannevar Bush Award**  
This annual award recognizes an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."
- National Science Board Public Service Award**  
This annual award recognizes people and organizations who have increased the public understanding of science or engineering.

Figure 3 Honorary Awards screen.

## **Alan T. Waterman Award**

### **Alan T. Waterman Award Introduction**

The Alan T. Waterman Award is given annually in recognition of an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

You have the following options in preparing an Alan T. Waterman Award:

- [View the award criteria](#)
- [Find background information on the award](#)
- [Get the listing of the award's past winners](#)
- [Prepare a nomination for the award](#)

If you have been designated to write a reference for a nominee for the Alan T. Waterman Award, see [Prepare a Waterman Reference](#).

## View Award Criteria for Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).

**Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.**

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).

**Figure 2 Alan T. Waterman Award screen. The View Award Criteria link is circled.**

3. Click **View Award Criteria** (Figure 2). The **Award Selection Criteria** screen displays (Figure 3) with the formal criteria for the award.

### Award Selection Criteria

---

▪ The Committee has established the following guidelines for selection of candidates. The Award seeks to identify the most outstanding young scientist or engineer in the country.

- a. Candidates must be U.S. citizens or permanent residents and must be 35 years old or younger, or not more than seven years beyond the receipt of the Ph.D. degree by December 31 of the year in which they are nominated.
- b. Candidates should have demonstrated exceptional individual achievements in scientific or engineering research of sufficient quality to place them in front of their peers. Criteria include originality, innovation, and significant impact on the field.
- c. Renominations may be submitted via an updated nomination form, or may be resubmitted the year following their original submission from the Alan T. Waterman homepage using the existing nomination and references.
- d. Candidates identified for final review by the selection Committee, and who remain eligible under selection criteria (a) above, will automatically be in considered in the next year's review cycle.

▪ **All nominations must be in conformance with the eligibility requirements stated above. All nominations, renominations, and references must be submitted no later than 11:59 PM Monday, December 31, 2007.**

[← Back](#)

[Begin Nomination](#)

**Figure 3 Award Selection Criteria screen.**

## Find Background Information on Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).

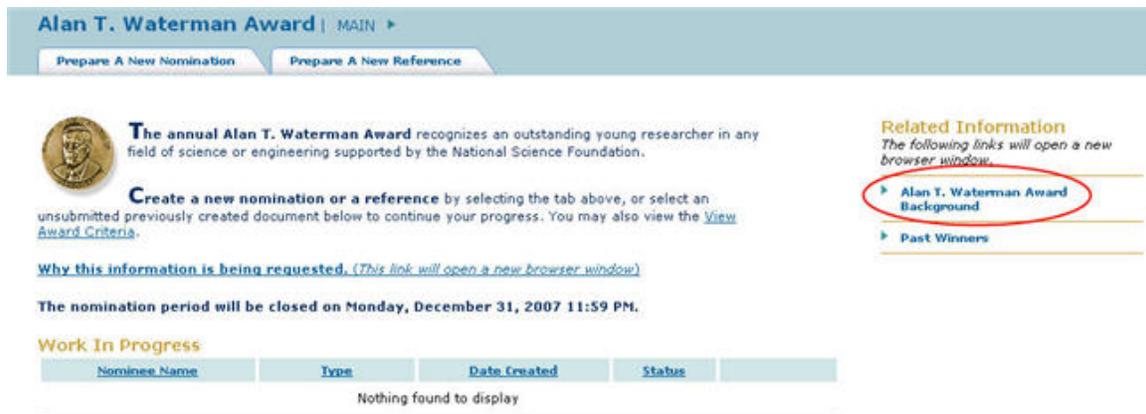


Figure 2 Alan T. Waterman Award screen. The Alan T. Waterman Award Background link is circled.

3. Click **Alan T. Waterman Award Background** (Figure 2). The **A. T. Waterman Award** screen displays (Figure 3) in a new window with the background information on the award.

		<h1>National Science Board</h1>				
<a href="#">Overview</a>		<a href="#">Members</a>	<a href="#">Meetings/Agendas</a>	<a href="#">Documents</a>	<a href="#">Committees</a>	<a href="#">Honorary Awards</a>
Last Updated: 10/14/2005		<h2>A.T. Waterman Award</h2>				
<a href="#">Vannevar Bush</a>	Deadline for Nominations: November 30, 2005					
<a href="#">Public Service</a>	Deadline for Reference Letters: December 31, 2005					
<a href="#">A.T. Waterman</a>	<a href="#">Link to Award Recipients</a>					
<a href="#">Medal of Science</a>	<h3>Award Nomination Information</h3>					
<a href="#">NSB Nominations</a>	<p>Congress established the Alan T. Waterman Award in August 1975 to mark the 25th Anniversary of the National Science Foundation and to honor its first Director. The annual award recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation. In addition to a medal, the awardee receives a grant of \$500,000 over a three year period for scientific research or advanced study in the mathematical, physical, medical, biological, engineering, social, or other sciences at the institution of the recipient's choice.</p>					



Figure 3 A. T. Waterman Award screen.

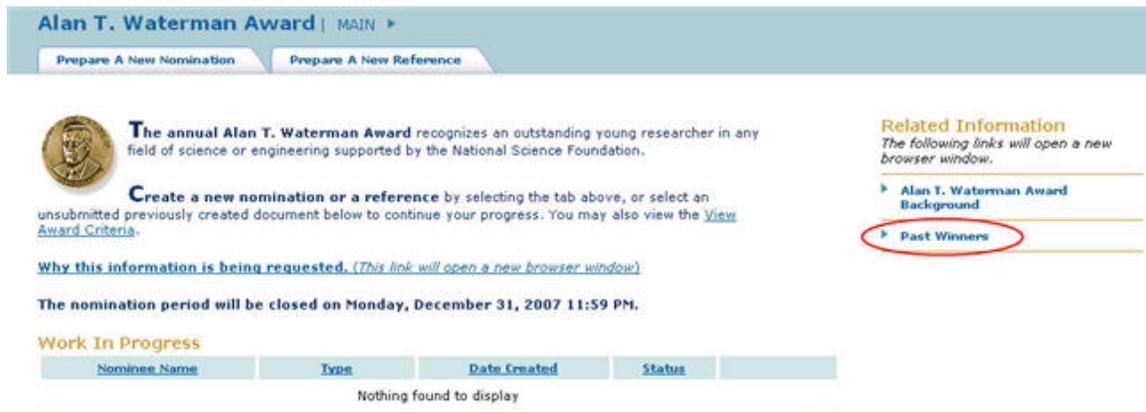
## Past Winners of the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



**Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.**

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).



**Figure 2 Alan T. Waterman Award screen. The Past Winners link is circled.**

3. Click **Past Winners** (Figure 2). The **A. T. Waterman Award Recipients** screen displays (Figure 3) in a new window.

**NSB National Science Board**

Overview | Members | Meetings/Agendas | Documents | Committees | **Honorary Awards**

Last Updated: 08/25/2005

**A.T. Waterman Award**

**Recipients: 1976-2005**

[2005](#) | [2004](#) | [2003](#) | [2002](#) | [2001](#) | [2000](#)  
[1999](#) | [1998](#) | [1997](#) | [1996](#) | [1995](#) | [1994](#) | [1993](#) | [1992](#) | [1991](#) | [1990](#)  
[1989](#) | [1988](#) | [1987](#) | [1986](#) | [1985](#) | [1984](#) | [1983](#) | [1982](#) | [1981](#) | [1980](#) | [1979](#) | [1978](#) | [1977](#) | [1976](#)

Note: Institutions listed are those with which the recipients were affiliated at the time of the Award.

**Figure 3 A. T. Waterman Award Recipients screen.**

## Nomination for Waterman Award

# Prepare a Nomination for the Alan T. Waterman Award Introduction

In preparing and submitting a nomination for the Alan T. Waterman Award, you can conduct the following activities:

- [Complete the Nomination Form](#)
- [Submit a nomination](#)
- [Save a nomination](#)
- [Edit a saved nomination](#)
- [View the entire nomination](#)
- [View the nomination in PDF format](#)
- [Submit a saved nomination](#)
- [View the status of a reference](#)

## Complete the Nomination Form for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).

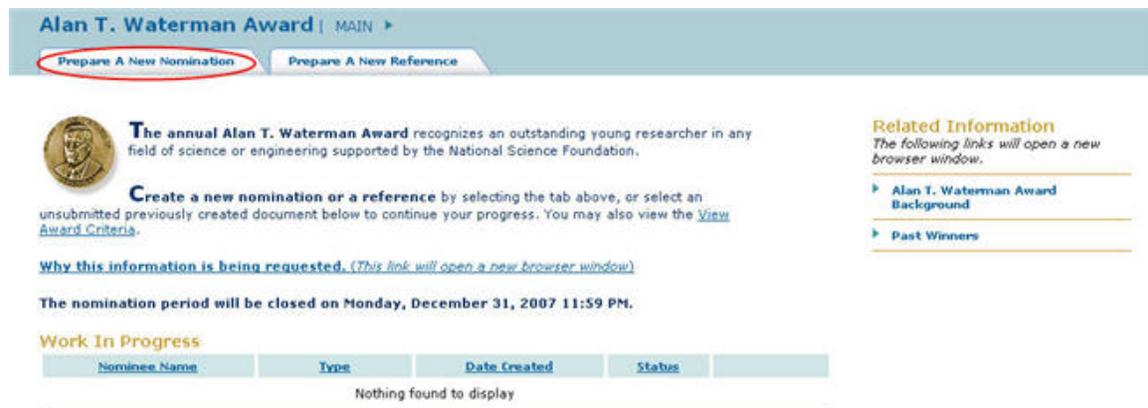


Figure 2 Alan T. Waterman Award screen. The Prepare a New Nomination tab is circled.

3. Click the **Prepare a Nomination** tab (Figure 2). The **Instructions for Preparing a Nomination** screen displays (Figure 3) with general instructions for completing the nomination.

The screenshot shows the 'Alan T. Waterman Award' website with navigation links for 'Prepare A New Nomination' and 'Prepare A New Reference'. The main heading is 'Instructions for Preparing a Nomination'. The text instructs users to click 'view award criteria' and provides a link to 'View Nomination Form Description', which is circled in red. Below this are several bullet points detailing the nomination process, including steps for saving, submitting, and handling revisions. At the bottom, there is a contact box for Mayra Montrose and two buttons: 'Back' and 'View Award Criteria'.

**Alan T. Waterman Award** | MAIN ▶

Prepare A New Nomination    Prepare A New Reference

### Instructions for Preparing a Nomination

To proceed to the nomination entry form, you must first familiarize yourself with the award criteria by clicking the 'view award criteria' button at the bottom of the page. You may also find it useful to review nomination information requirements. [View Nomination Form Description](#) before proceeding.

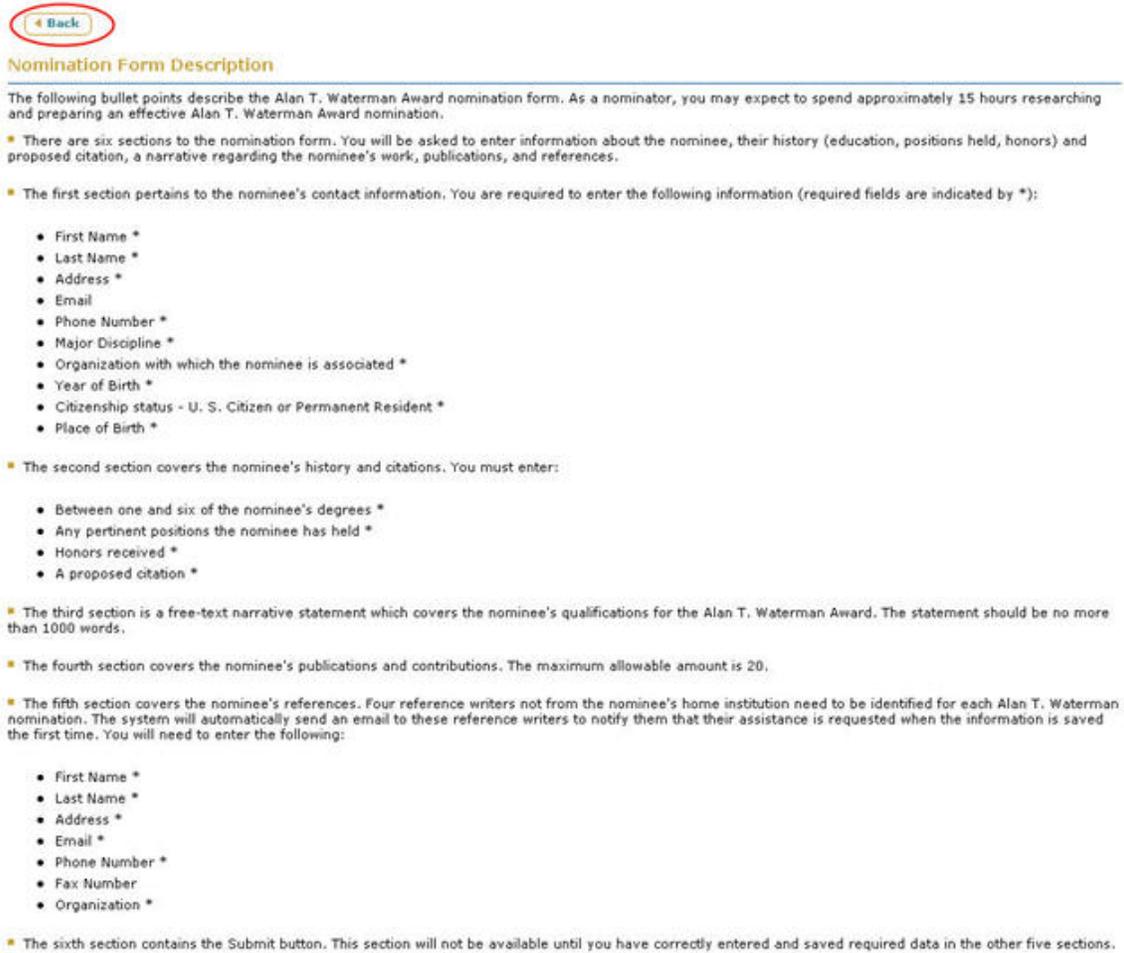
- There are six steps in the nomination creation process for the Alan T. Waterman Award. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step of the nomination. Fields marked with an asterisk (\*) are mandatory. Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the nomination can be accessed from the Alan T. Waterman Award homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your nomination to the Alan T. Waterman Award Committee Manager for review.
- You may copy and paste unformatted text from documents on your computer into any text fields you see on the online nomination forms. Please note that copying text from word processing applications such as Microsoft Word may insert characters that are not recognized by standard HTML character sets. To convert a document into ASCII text, you may specify the "text only" option when saving your document.
- As a nominator, you are responsible for ensuring that your references submit their information in a timely fashion. Please inform your references of the exact spelling of your nominee's name and the designated discipline. This will allow the system to automatically link the references to the nomination.
- Nominations meriting final consideration may be carried over for a period of three years, including the year of nomination. After that time, it is possible to renominate the candidate for later consideration, if he or she is still eligible.
- Note:** A nomination cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose.

Contact: **Mayra Montrose** at [mmontros@nsf.gov](mailto:mmontros@nsf.gov)

[← Back](#)    [View Award Criteria](#)

**Figure 3 Instructions for Preparing a Nomination screen. The View Nomination Form Description link is circled.**

- To see the form requirements, click **View Nomination Form Description** (Figure 3). **The Nomination Form Description** screen displays (Figure 4) with a listing of all the components of the Nomination Form.



**Figure 4** Nomination Form Description screen. The Back link is circled.

- Click the **Back** button (Figure 4). The **Instructions for Preparing a Nomination** screen displays (Figure 5).

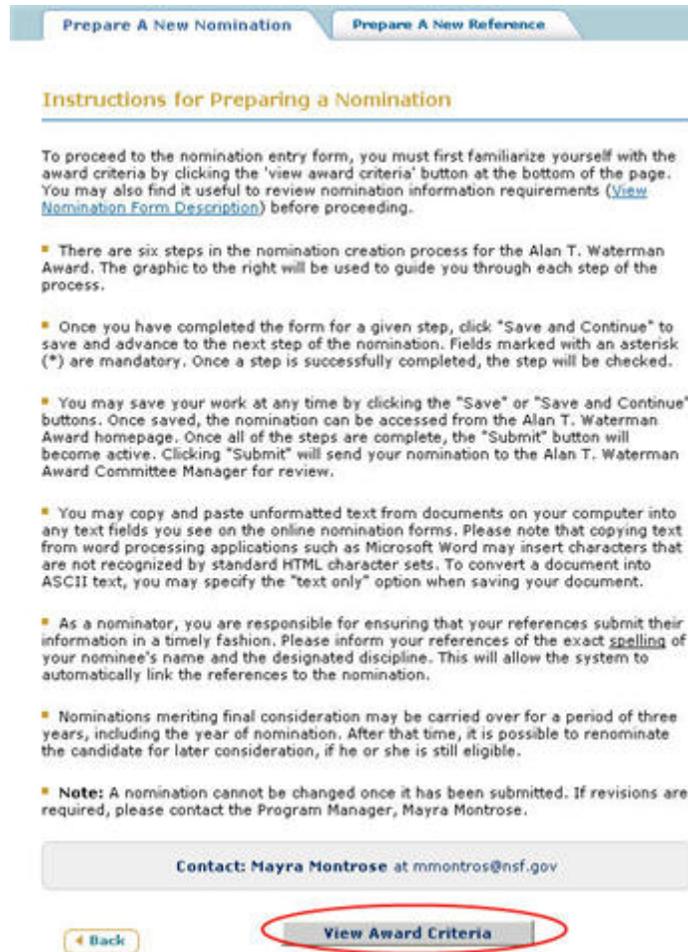


Figure 5 Instructions for Preparing a Nomination screen. The View Award Criteria button is circled.

6. Click the **View Award Criteria** button (Figure 5). The **Award Selection Criteria** screen displays (Figure 6).

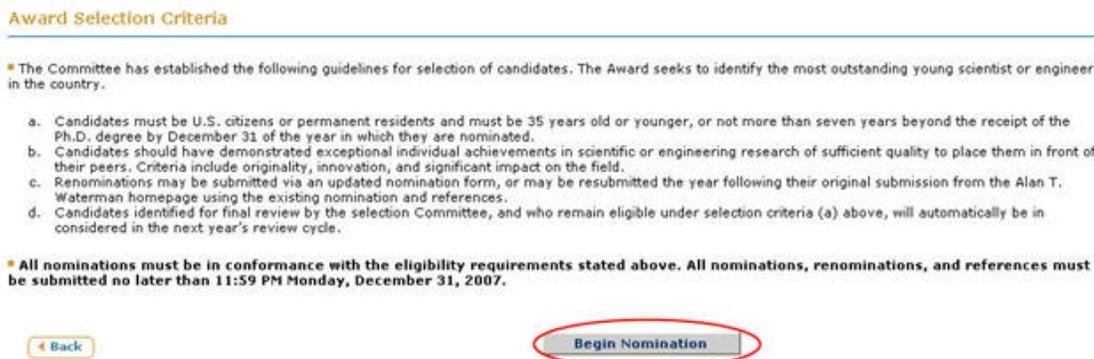


Figure 6 Award Selection Criteria screen. The Begin Nomination button is circled.

7. Click the **Begin Nomination** button (Figure 6). The **Nomination Form** screen displays (Figure 7) with the **Nomination Information** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1 NOMINEE INFORMATION**

*\* Required field*

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name:  \* Last Name:

\* Address:

\* City:  State:  Zip:

International Postal Code:

\* Country:

Email:

\* Phone Number:  *(no dashes or spaces)*

\* Organization:

\* Major Discipline:

\* Year of Birth (YYYY):  \* Place of Birth:

\* Select One:  U. S. Citizen  Permanent Resident

**Save and Continue**

**2 HISTORY & CITATIONS**

**3 NARRATIVE**

**4 PUBLICATIONS & CONTRIBUTIONS**

**5 REFERENCES**

**6 SUBMIT NOMINATION**

**Figure 7 Nominee Information section of the Nomination Form screen. The Save and Continue button is circled.**

8. In the **Nomination Information** section (Figure 7), enter the following information about the nominee in the appropriate boxes:
- First name
  - Last name
  - Address
  - City
  - State
  - Zip Code
  - Country
  - International postal code (optional)
  - Phone number
  - Email address (optional)
  - Organization
  - Major discipline
  - Year of birth
  - Place of birth
9. Click the radio button for either U.S. citizen or Permanent Resident (Figure 7).

- Click the **Save and Continue** button (Figure 7). (You can also click the **Save** button to save the form to complete later.) The **Nomination Form** screen displays (Figure 8) with the **History and Citations** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1 **NOMINEE INFORMATION**

2 **HISTORY & CITATIONS**

\* Required Field

**You must enter data into the positions held, honors, proposed citation fields, as well as at least one degree, before saving.**

**\* Education:**  
You are required to enter one degree before saving your work. You may enter up to six degrees overall.

<p>* Degree Type: <input type="text" value="Doctor of Engineering"/></p> <p>* Major Discipline: <input type="text" value="Engineering"/></p> <p>* Specific Discipline: <input type="text" value="Structural Engineering"/></p>	<p>* Organization: <input type="text" value="Virginia Tech"/></p> <p>* Year: <input type="text" value="2001"/></p>
<p>* Degree Type: <input type="text" value="Master of Engineering"/></p> <p>* Major Discipline: <input type="text" value="Engineering"/></p> <p>* Specific Discipline: <input type="text" value="Structural Engineering"/></p>	<p>* Organization: <input type="text" value="University of Maryland"/></p> <p>* Year: <input type="text" value="1997"/></p>
<p>* Degree Type: <input type="text" value="Bachelor of Science"/></p> <p>* Major Discipline: <input type="text" value="Mathematics / Computer Science"/></p> <p>* Specific Discipline: <input type="text" value="Systems Engineering"/></p>	<p>* Organization: <input type="text" value="Johns Hopkins University"/></p> <p>* Year: <input type="text" value="1994"/></p>

[Add More Degree Fields](#)

**\* Positions Held** (Title, Organization, Years of Service):

**\* Honors** (Awards, Fellowships, Prizes):

**\* Proposed Citation:**  
 Limit to 1 to 2 concise sentences describing the nominee's research.

3 **NARRATIVE**

4 **PUBLICATIONS & CONTRIBUTIONS**

5 **REFERENCES**

6 **SUBMIT NOMINATION**

**Figure 8 History and Citations section of the Nomination Form screen. The Save and Continue button is circled.**

11. In the **Education** section (Figure 8), enter the degrees that the nominee has received. For each degree, enter the following:
  - Degree type
  - Major discipline
  - Specific discipline
  - Institution
  - Year
12. If you need to list more than three degrees, click **Add More Degree Fields**. More fields display.
13. In the **Positions Held** box (Figure 8), type the professional positions the nominee has held.
14. In the **Honors** box (Figure 8), type any honors the nominee has received.
15. In the **Proposed Citation** box (Figure 8), describe in one or two sentences the research the nominee is engaged in.
16. Click the **Save and Continue** button (Figure 8). (You can also click the **Save** button to save the form to complete it later.) The **Nomination Form** screen displays (Figure 9) with the **Narrative** section opened.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

NOMINEE INFORMATION

HISTORY & CITATIONS

NARRATIVE

*\* Required Field*

**\* Narrative**  
Please enter a narrative statement describing the nominee's qualifications for this award. This statement can be cut from other documents and pasted in the space below. (Please limit to approximately one page worth of text).

Enter a brief narrative describing the nominee's qualifications for this award. You can either type it directly in this text box or cut and paste your text in this box.

PUBLICATIONS & CONTRIBUTIONS

**5** REFERENCES

**6** SUBMIT NOMINATION

**Figure 9 Narrative section of the Nomination Form screen. The Save and Continue button is circled.**

17. In the **Narrative** text box (Figure 9), type or copy and paste the nominee's qualifications for the award.
18. Click the **Save and Continue** button (Figure 9). (You can also click the **Save** button to save the form to complete later.) The **Nomination Form** screen displays (Figure 10) with the **Publications and Contributions** section opened.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1 NOMINEE INFORMATION

2 HISTORY & CITATIONS

3 NARRATIVE

4 PUBLICATIONS & CONTRIBUTIONS

\* Required Field

Please list pertinent publications or contributions. Publications may be up to 255 characters in length and are limited to twenty (20) entries.

Pub 1) Type publication here

Pub 2) Type publication here

Pub 3) Type publication here

Pub 4) Type publication here

Pub 5) Type publication here

[Add More Publication Fields](#) (IMPORTANT! Please "SAVE" first!)

Save Save and Continue

5 REFERENCES

6 SUBMIT NOMINATION

**Figure 10 Publications and Contributions section of the Nomination Form screen. The Save and Continue button is circled.**

19. In the **Publications and Contributions** section (Figure 10), type one publication citation per box.
20. If you need more than five boxes, click **Add More Publications Fields**. More publication citation boxes display.
21. Click the **Save and Continue** button (Figure 10). (You can also click the **Save** button to save the form to complete later.) The **Nomination Form** screen displays (Figure 11) with the **References** section opened.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

**HISTORY & CITATIONS**

**NARRATIVE**

**PUBLICATIONS & CONTRIBUTIONS**

**REFERENCES**

*\* Required Field*

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

Please add four references familiar with technical aspects and not from the nominee's home organization.

As the nominator, you are responsible for contacting references. Nominations with fewer than 4 references will not be reviewed by the committee.

**Note:** The system will automatically send an email to these reference writers to notify them that their assistance is requested when the information is saved the first time.

**Reference 1:** [Remove Reference 1 \(afaf ilik\)](#)

\* First Name: Tommy \* Last Name: Thomas

\* Address: 888 N. Hamilton St.

\* City: Arlington State: Virginia Zip: 22180

International Postal Code:

\* Country: United States

\* Email: jkjk@nsf.gov

\* Phone Number: 1111111111 (no dashes or spaces)

Fax Number:

\* Organization: USDA

**Reference 2:** [Remove Reference 2 \(aldsfilk ilkaidf\)](#)

\* First Name: Marsha \* Last Name: Marsh

\* Address: 1409 N. Quincy St.

\* City: Alexandria State: Virginia Zip: 22180

International Postal Code:

\* Country: United States

\* Email: jkjk@nsf.gov

\* Phone Number: 1111111111 (no dashes or spaces)

Fax Number:

\* Organization: University of Maryland

**Reference 3:** [Remove Reference 3 \(jkjlk ilkiki\)](#)

\* First Name: Joey \* Last Name: Joeson

\* Address: 123 St. Barnabus Road

\* City: Blacksburg State: Virginia Zip: 22180

International Postal Code:

\* Country: United States

\* Email: jkjk@nsf.gov

\* Phone Number: 1111111111 (no dashes or spaces)

Fax Number:

\* Organization: Virginia Tech

**Reference 4:** [Remove Reference 4 \(ilkjlk ilkilk\)](#)

\* First Name: Robert \* Last Name: Bobby

\* Address: 9627 N. 28th St.

\* City: Washington State: District of Columbia Zip: 22180

International Postal Code:

\* Country: United States

\* Email: jkjk@nsf.gov

\* Phone Number: 1111111111 (no dashes or spaces)

Fax Number:

\* Organization: NSF

**6 SUBMIT NOMINATION**

**Figure 11 References section of the Nomination Form screen. The Save and Continue button is circled.**

22. In the **References** section (Figure 11), list at least four references who are not from the nominee's organization and who are familiar with the technical aspects of the nominee's work. For each reference, enter the following information in the appropriate boxes:

- First name
- Last name
- Address
- City
- State
- Zip code
- Country
- International postal code (optional)
- Email
- Phone number
- Fax number (optional)
- Organization

You have now completed the Nomination form. You have these options:

- Save the nomination to edit it or submit it later
- Submit the nomination

## Submit a Nomination for the Alan T. Waterman Award

1. Access the **Nomination Form** screen (Figure 1) with the **Submit Nomination** section open (see [Complete the Nomination Form](#)).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

- ✓ NOMINEE INFORMATION
- ✓ HISTORY & CITATIONS
- ✓ NARRATIVE
- ✓ PUBLICATIONS & CONTRIBUTIONS
- ✓ REFERENCES
- 6** SUBMIT NOMINATION

\* Required Field

You have completed all of the steps necessary to submit this nomination. If you are ready to submit, you may click 'Submit'. If you would like to continue editing the nomination, you may navigate to any of the steps by clicking on the banner links.

**Figure 1 Nomination Form screen. The Submit button is circled.**

2. Click the **Submit** button (Figure 1). The **Confirm Award Nomination Submission** screen displays (Figure 2).

CONFIRM | Award Nomination Submission

■ You have requested to submit the following nomination to the Alan T. Waterman Award Committee for review. If you are satisfied with the nomination, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

The information on this nomination is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.

**Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose at [mmontros@nsf.gov](mailto:mmontros@nsf.gov).**

VIEW | Entire Nomination for Michael Grace

**1** NOMINEE INFORMATION

**Name:** Michael Grace  
**Address:** 4201 Wilson Blvd.  
 Arlington, VA 22206  
 US

**Figure 2 Confirm Award Nomination Submission screen. The Confirm button is circled.**

3. Click the **Confirm** button (Figure 2). The **Confirmation** screen displays (Figure 3) with the message that the nomination has been submitted.

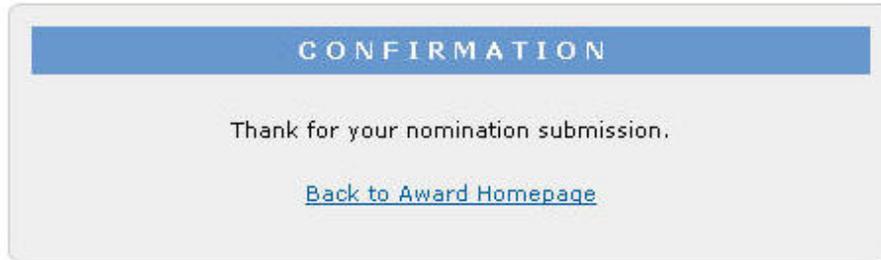


Figure 3 Confirmation screen.

4. Click the **Back to Award Homepage** (Figure 3). The **Alan T. Waterman Award** screen displays (Figure 4) with the nomination listed with the status of Submitted.

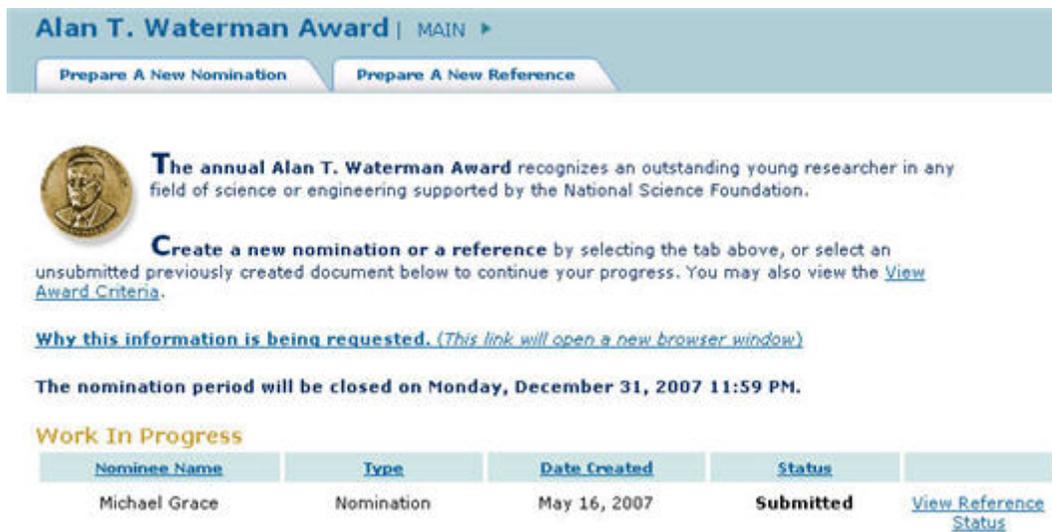


Figure 4 Alan T. Waterman Award screen with the nomination listed with the status of Submitted.

## Save a Nomination for the Waterman Award

After you have completed at least the first section of a nomination, you can save it for future work.

1. Access the **Nomination Form** screen (Figure 1) and complete at least the first section of the nomination (see [Complete the Nomination Form](#)).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

**HISTORY & CITATIONS**

**NARRATIVE**

**PUBLICATIONS & CONTRIBUTIONS**

**REFERENCES**

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

Please add four references familiar with technical aspects and not from the nominee's home organization.

As the nominator, you are responsible for contacting references. Nominations with fewer than 4 references will not be reviewed by the committee.

**Note:** The system will automatically send an email to these reference writers to notify them that their assistance is requested when the information is saved the first time.

**Reference 1: [Remove Reference 1 \(afaf ilik\)](#)**

\* First Name: Tommy \* Last Name: Thomas

\* Address: 888 N. Hamilton St.

\* City: Arlington State: Virginia Zip: 22180

International Postal Code:

\* Country: United States

\* Email: jlkjk@nsf.gov

\* Phone Number: 1111111111 (no dashes or spaces)

Fax Number: (no dashes or spaces)

\* Organization: USDA

**Reference 2: [Remove Reference 2 \(aldsflk ilkaidf\)](#)**

\* First Name: Marsha \* Last Name: Marsh

\* Address: 1409 N. Quincy St.

\* City: Alexandria State: Virginia Zip: 22180

International Postal Code:

\* Country: United States

\* Email: jlkjk@nsf.gov

\* Phone Number: 1111111111 (no dashes or spaces)

Fax Number: (no dashes or spaces)

\* Organization: University of Maryland

**Reference 3: [Remove Reference 3 \(jklilk ilklk\)](#)**

\* First Name: Joey \* Last Name: Joeson

\* Address: 123 St. Barnabus Road

\* City: Blacksburg State: Virginia Zip: 22180

International Postal Code:

\* Country: United States

\* Email: jlkj@nsf.gov

\* Phone Number: 1111111111 (no dashes or spaces)

Fax Number: (no dashes or spaces)

\* Organization: Virginia Tech

**Reference 4: [Remove Reference 4 \(ilkilk ilklk\)](#)**

\* First Name: Robert \* Last Name: Bobby

\* Address: 9627 N. 28th St.

\* City: Washington State: District of Columbia Zip: 22180

International Postal Code:

\* Country: United States

\* Email: jklj@nsf.gov

\* Phone Number: 1111111111 (no dashes or spaces)

Fax Number: (no dashes or spaces)

\* Organization: NSF

**Save** **Save and Continue**

**6 SUBMIT NOMINATION**

**Figure 1 Nomination Form screen open to the References section. The Save button is circled.**

- On the **Nomination Form** screen (Figure 1), click the **Save** button. The Nomination is saved, and the **Nomination Form** screen displays with the section open on which you clicked the **Save** button (Figure 2).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

- NOMINEE INFORMATION
- HISTORY & CITATIONS
- NARRATIVE
- PUBLICATIONS & CONTRIBUTIONS
- REFERENCES**

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

Please add four references familiar with technical aspects and not from the nominee's home organization.

As the nominator, you are responsible for contacting references. Nominations with fewer than 4 references will not be reviewed by the committee.

**Note:** The system will automatically send an email to these reference writers to notify them that their assistance is requested when the information is saved the first time.

**Reference 1:** [Remove Reference 1 \(afaf ilik\)](#)

\* First Name:  \* Last Name:

\* Address:

\* City:  State:  Zip:

International Postal Code:

\* Country:

\* Email:

\* Phone Number:  (no dashes or spaces)

Fax Number:  (no dashes or spaces)

\* Organization:

**Figure 2 Nomination Form screen after the nomination has been saved.**

The nomination is now listed on the **Alan T. Waterman Award** screen (Figure 3) with the status of In Progress.

**Alan T. Waterman Award** | MAIN ▶

[Prepare A New Nomination](#) [Prepare A New Reference](#)



**The annual Alan T. Waterman Award** recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

**Create a new nomination or a reference** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#) (This link will open a new browser window)

The nomination period will be closed on **Monday, December 31, 2007 11:59 PM.**

**Work In Progress**

Nominee Name	Type	Date Created	Status	
<a href="#">Michael Grace</a>	Nomination	May 16, 2007	In Progress	<a href="#">View Reference Status</a>

**Related Information**  
The following links will open a new browser window.

- [Alan T. Waterman Award Background](#)
- [Past Winners](#)

pd\_honorary\_awards

**Figure 3 Alan T. Waterman Award screen with the saved nomination listed with the status of In Progress.**

## Edit a Saved Nomination for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2) with the saved nomination listed in the **Work in Progress** section.

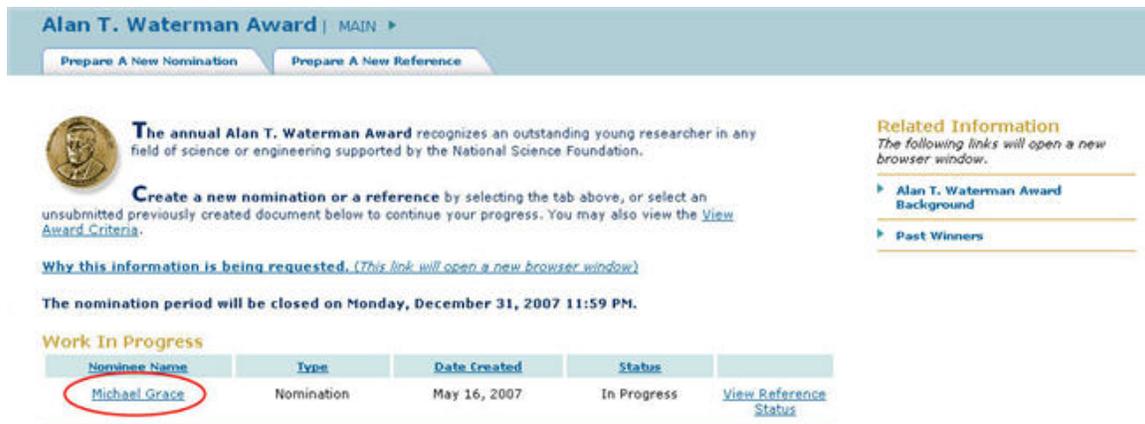


Figure 2 Alan T. Waterman Award screen. The link to the saved nomination is circled.

3. Click the nomination title (Figure 2). The **Nomination Form** screen displays (Figure 3) with the **Nominee Information** section open. On this screen, you can edit any section by clicking on the section title and then clicking the **Save and**

**Continue** button or the **Save** button (see [Complete the Nomination Form](#), Step 8 through Step 22, for detailed instructions on each section).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

The screenshot shows a web form titled "NOMINEE INFORMATION" with a teal header. Below the header, there is a note: "State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S." The form contains several input fields and dropdown menus, all marked with an asterisk as required fields. The fields are: First Name (Michael), Last Name (Grace), Address (4201 Wilson Blvd.), City (Arlington), State (Virginia), Zip (22206), International Postal Code, Country (United States), Email, Phone Number (5551231212), Organization (NSF), Major Discipline (Engineering), Year of Birth (1979), and Place of Birth (Springfield, VA). At the bottom of the form, there are radio buttons for "U. S. Citizen" (selected) and "Permanent Resident". A "Save and Continue" button is located at the bottom center of the form. Below the form, there is a vertical sidebar with five menu items: "HISTORY & CITATIONS", "NARRATIVE", "PUBLICATIONS & CONTRIBUTIONS", "REFERENCES", and "6 SUBMIT NOMINATION".

Figure 3 Nomination Form screen with the Nomination Information section open.

## Submit a Saved Nomination for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2) with the saved nomination in the **Work in Progress** section.

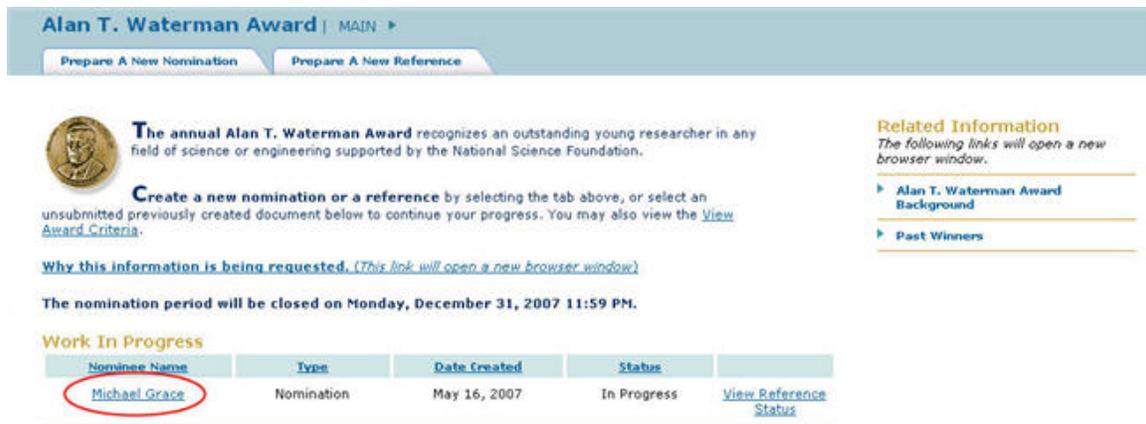


Figure 2 Alan T. Waterman Award screen. The link to the saved nomination is circled.

3. Click the nomination title (Figure 2). The **Nomination Form** screen displays (Figure 3).

The screenshot shows a web interface for preparing a nomination. At the top, there are two tabs: "Prepare A New Nomination" and "Prepare A New Reference". Below the tabs are three links: "Instructions For Nomination", "Award Selection Criteria", and "View Saved Nomination", which is circled in red. To the right of these links are three status icons. Below the navigation is a message: "New data will only be saved if you click the 'Save' or 'Save and Continue' buttons." The main section is titled "NOMINEE INFORMATION" and contains a form with the following fields:

- \* Required Field
- State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.
- \* First Name: Michael
- \* Last Name: Grace
- \* Address: 4201 Wilson Blvd.
- \* City: Arlington
- State: Virginia
- Zip: 22206
- International Postal Code:
- \* Country: United States
- Email:
- \* Phone Number: 5551231212 (no dashes or spaces)
- \* Organization: NSF
- \* Major Discipline: Engineering
- \* Year of Birth (YYYY): 1979
- \* Place of Birth: Springfield, VA
- \* Select One:  U. S. Citizen  Permanent Resident

At the bottom of the form is a "Save and Continue" button.

**Figure 3** Nomination Form screen. The View Saved Nomination link is circled.

4. Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 4).

Prepare A New Nomination    Prepare A New Reference

[Back](#)  [View PDF](#) To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

**VIEW | Entire Nomination for Michael Grace**

**1 NOMINEE INFORMATION** [Edit](#)

**Contact Name:** Michael Grace  
**Address:** 4201 Wilson Blvd.  
Arlington, VA 22206  
United States  
**Email:**  
**Phone:** 5551231212  
**Major Discipline:** Engineering  
**Organization:** NSF  
**Year of Birth:** 1979  
**Citizenship:** U. S. Citizen  
**Place Of Birth:** Springfield, VA

**2 HISTORY & CITATIONS** [Edit](#)

**Education:**

- Doctor of Engineering, Structural Engineering, Virginia Tech, 2001  
Major Discipline: Engineering
- Master of Engineering, Structural Engineering, University of Maryland, 1997  
Major Discipline: Engineering
- Bachelor of Science, Systems Engineering, Johns Hopkins University, 1994  
Major Discipline: Mathematics / Computer Science

**Positions Held:** Type nominee's positions here  
**Honors:** Type nominee's awards, honors, fellowships here  
**Proposed Citation:** Type one or two sentences to describe the nominee's research here

**3 NARRATIVE** [Edit](#)

Enter a brief narrative describing the nominee's qualifications for this award. You can either type it directly in this text box or cut and paste your text in this box.

**4 PUBLICATIONS & CONTRIBUTIONS** [Edit](#)

1. Type publication here
2. Type publication here
3. Type publication here
4. Type publication here
5. Type publication here

**5 REFERENCES** [Edit](#)

**Name:** Joey Joeson  
**Organization:** NSF  
**Email:** joe@nsf.gov

**Name:** Thommy Thomas  
**Organization:** NSF  
**Email:** tom@nsf.gov

**Name:** Susanna Sus  
**Organization:** NSF  
**Email:** susanna@nsf.gov

**Name:** Marsha Marsh  
**Organization:** NSF  
**Email:** marsha@nsf.gov

**6 SUBMIT NOMINATION**

[Submit](#)

Figure 4 View Entire Nomination screen. The Submit button is circled.

5. Click the **Submit** button (Figure 4). The **Confirm Award Nomination Submission** screen displays (Figure 5).

### CONFIRM | Award Nomination Submission

■ You have requested to submit the following nomination to the Alan T. Waterman Award Committee for review. If you are satisfied with the nomination, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

The information on this nomination is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.

**Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose at [mmontros@nsf.gov](mailto:mmontros@nsf.gov).**

Confirm

Cancel

VIEW | Entire Nomination for Michael Grace

#### 1 NOMINEE INFORMATION

**Name:** Michael Grace  
**Address:** 4201 Wilson Blvd.  
Arlington, VA 22206  
US

**Figure 5 Confirm Award Nomination Submission screen. The Confirm button is circled.**

6. Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6) with the message that the nomination has been submitted.



**Figure 6 Confirmation screen.**

7. Click **Back to Award Homepage** (Figure 6). The **Alan T. Waterman Award** screen displays (Figure 7) with the nomination listed with the status Submitted.

**Alan T. Waterman Award** | [MAIN](#) ▶

[Prepare A New Nomination](#)   [Prepare A New Reference](#)



**The annual Alan T. Waterman Award** recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

**Create a new nomination or a reference** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#) *(This link will open a new browser window)*

**The nomination period will be closed on Monday, December 31, 2007 11:59 PM.**

**Work In Progress**

<a href="#">Nominee Name</a>	<a href="#">Type</a>	<a href="#">Date Created</a>	<a href="#">Status</a>	
Michael Grace	Nomination	May 16, 2007	<b>Submitted</b>	<a href="#">View Reference Status</a>

**Figure 7** Alan T. Waterman Award screen with the nomination now listed with the status of Submitted.

## View an Entire Nomination for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).

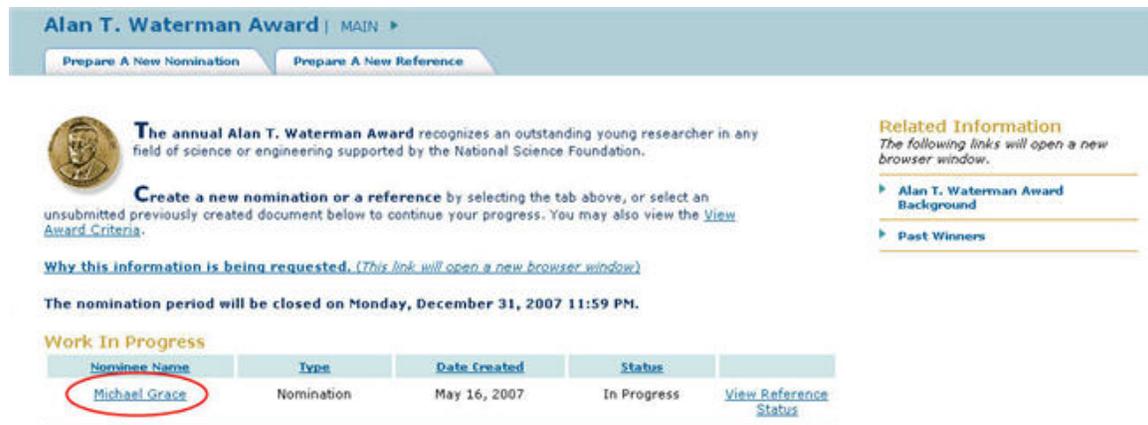


Figure 2 Alan T. Waterman Award screen. The link to the saved nomination is circled.

3. Click the nomination title (Figure 2). The **Nomination Form** screen displays (Figure 3).

Prepare A New Nomination | Prepare A New Reference

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name: Michael      \* Last Name: Grace

\* Address: 4201 Wilson Blvd.

\* City: Arlington      State: Virginia      Zip: 22206

International Postal Code:

\* Country: United States

Email:

\* Phone Number: 5551231212 (no dashes or spaces)

\* Organization: NSF

\* Major Discipline: Engineering

\* Year of Birth (YYYY): 1979      \* Place of Birth: Springfield, VA

\* Select One:  U. S. Citizen     Permanent Resident

**Save and Continue**

**Figure 3 Nomination Form screen. The View Saved Nomination link is circled.**

4. Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 4). You can edit from this screen also by clicking the **Edit** button for any section.

Prepare A New Nomination
Prepare A New Reference

← Back
View PDF

To view this information in PDF format, click "View PDF". A new browser window will open.

To print the PDF, use your browser's print function in the new window.

[VIEW](#) | Entire Nomination for Michael Grace

**1 NOMINEE INFORMATION** [Edit](#)

**Contact Name:** Michael Grace  
**Address:** 4201 Wilson Blvd.  
 Arlington, VA 22206  
 United States

**Email:**  
**Phone:** 5551231212

**Major Discipline:** Engineering  
**Organization:** NSF  
**Year of Birth:** 1979  
**Citizenship:** U. S. Citizen  
**Place Of Birth:** Springfield, VA

**2 HISTORY & CITATIONS** [Edit](#)

**Education:**

- Doctor of Engineering, Structural Engineering, Virginia Tech, 2001  
Major Discipline: Engineering
- Master of Engineering, Structural Engineering, University of Maryland, 1997  
Major Discipline: Engineering
- Bachelor of Science, Systems Engineering, Johns Hopkins University, 1994  
Major Discipline: Mathematics / Computer Science

**Positions Held:** Type nominee's positions here  
**Honors:** Type nominee's awards, honors, fellowships here  
**Proposed Citation:** Type one or two sentences to describe the nominee's research here

**3 NARRATIVE** [Edit](#)

Enter a brief narrative describing the nominee's qualifications for this award. You can either type it directly in this text box or cut and paste your text in this box.

**4 PUBLICATIONS & CONTRIBUTIONS** [Edit](#)

1. Type publication here
2. Type publication here
3. Type publication here
4. Type publication here
5. Type publication here

**5 REFERENCES** [Edit](#)

**Name:** Joey Joeson  
**Organization:** NSF  
**Email:** joe@nsf.gov

**Name:** Thommy Thomas  
**Organization:** NSF  
**Email:** tom@nsf.gov

**Name:** Susanna Sus  
**Organization:** NSF  
**Email:** susanna@nsf.gov

**Name:** Marsha Marsh  
**Organization:** NSF  
**Email:** marsha@nsf.gov

**6 SUBMIT NOMINATION**

Submit

Figure 4 View Entire Nomination screen.

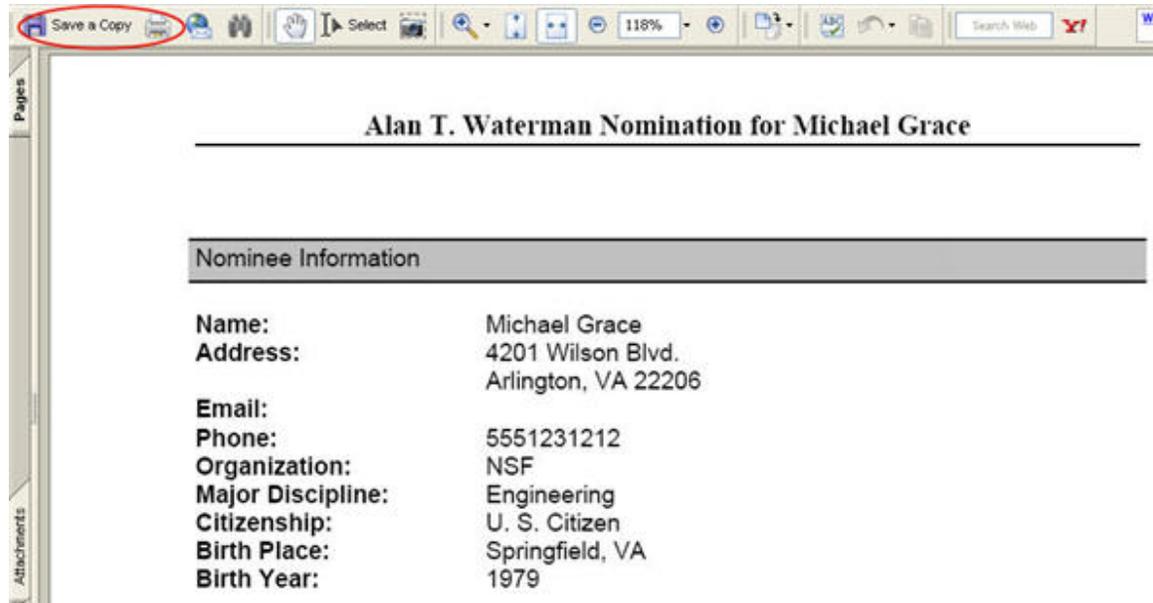
## View a Nomination in PDF for the Alan T. Waterman Award

1. Access the **View Entire Nomination** screen (Figure 1) (see [View Entire Nomination](#)).



**Figure 1 View Entire Nomination screen. The View PDF link is circled.**

2. On the **View Entire Nomination** screen (Figure 1), click **View PDF**. The nomination displays in PDF format in a new window (Figure 2).



**Figure 2 Nomination in PDF format in a new window. The Save and Print icons are circled.**

3. Click the **Save** icon (Figure 2) to save the nomination to your computer.
4. Click the **Print** icon (Figure 2) to print the nomination.

## View the Status of a Reference for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).



**Figure 2 Alan T. Waterman Award screen. The View Reference Status link is circled.**

3. Click **View Reference Status** (Figure 2). The **View Reference Status List** screen displays (Figure 3) with the references listed with their status listed as Received or Not yet Received.

[◀ Back](#)

### View Reference Status List

This table shows you the statuses of the references written by your nomination's suggested references. You may click on the column headings to sort the data.

Referrer Name	Status	Creation Date
Joey Joeson	Not yet received	
Thommy Thomas	Not yet received	
Susanna Sus	Not yet received	
Marsha Marsh	Not yet received	

**Figure 2 View Reference Status List screen.**

## Letter of Reference for Waterman Award

### Prepare a Reference for a Nominee for the Alan T. Waterman Award

In preparing and submitting a reference for a nominee for the Alan T. Waterman Award, you can conduct the following activities:

- [Complete the Reference Form](#)
- [Submit a reference](#)
- [Save a reference](#)
- [Edit a saved reference](#)
- [View the entire reference](#)
- [View the reference in PDF format](#)
- [Submit a saved reference](#)

## Complete the Reference Form for the Alan T. Waterman Award

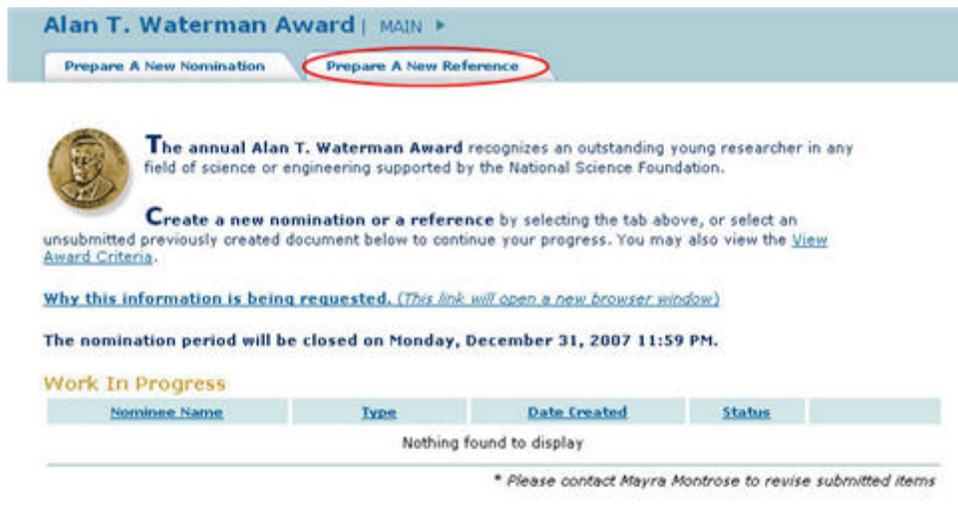
To prepare a reference for the Waterman Award, you must first register for Honorary Awards. See [Register for Honorary Awards](#).

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



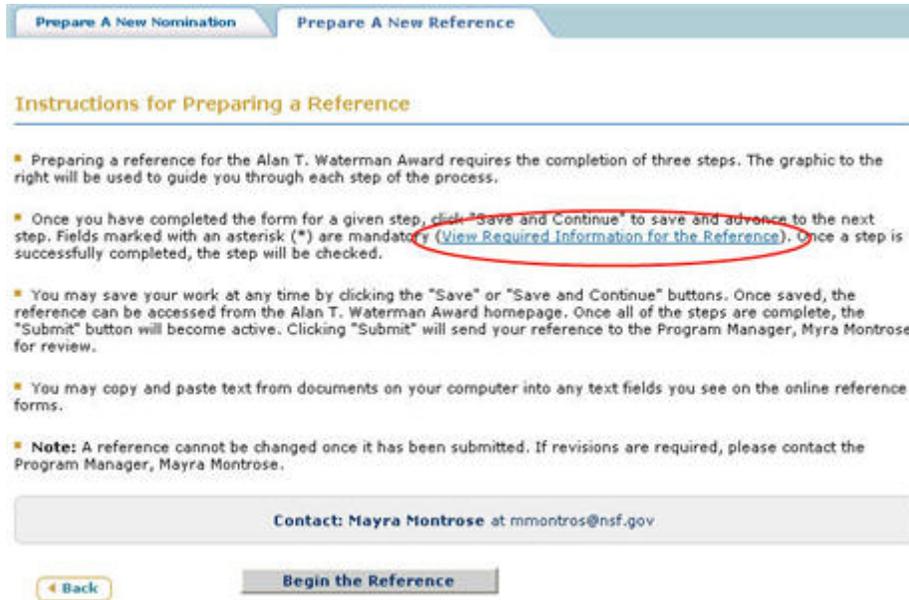
Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).



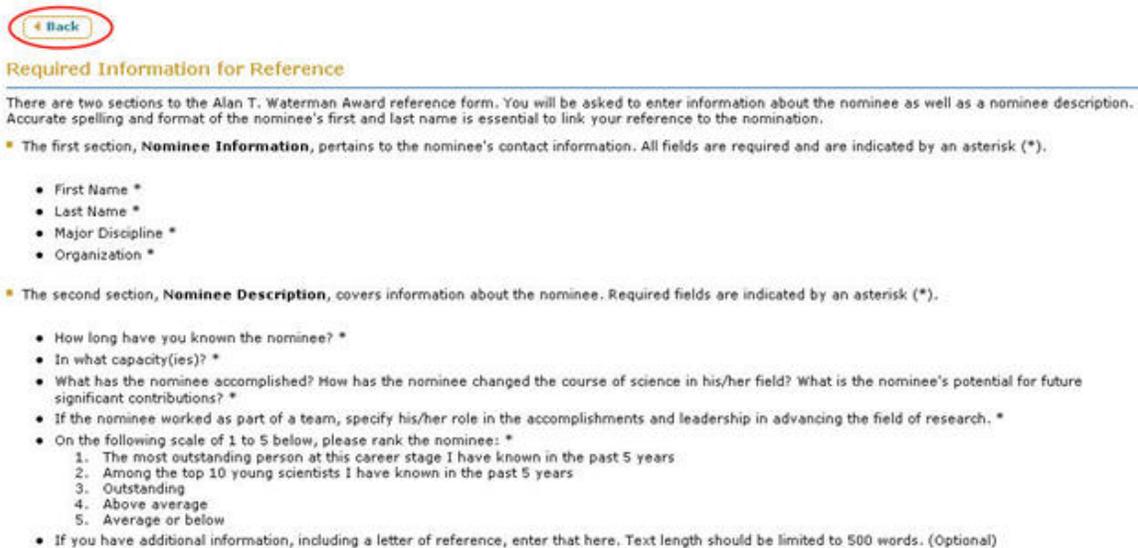
**Figure 2 Alan T. Waterman Award screen. The Prepare a New Reference tab is circled.**

3. Click the **Prepare a New Reference** tab (Figure 2). The **Instructions for Preparing a Reference** screen displays (Figure 3).



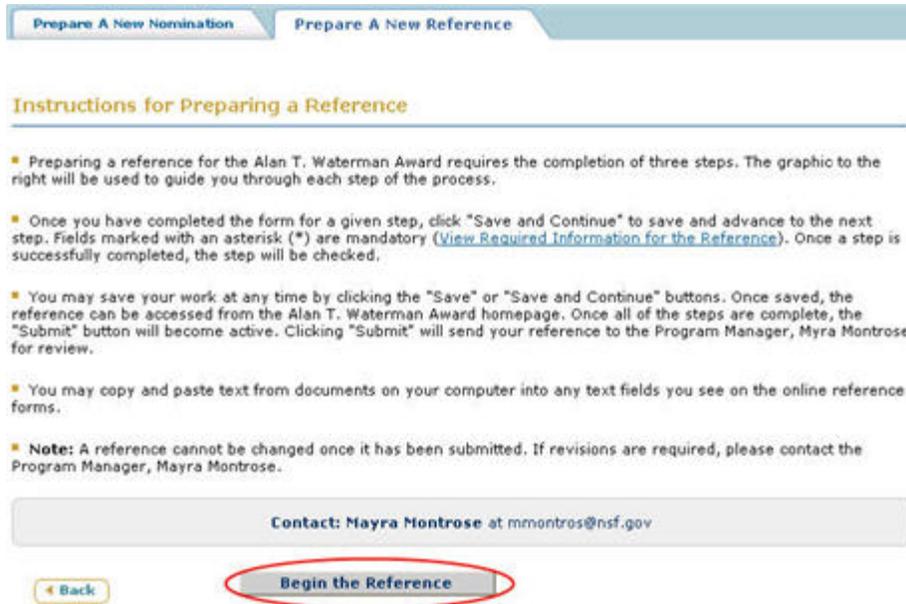
**Figure 3 Instructions for Preparing a Reference screen. The View Required Information for the Reference link is circled.**

4. To see the form requirements, click **View Required Information for the Reference** (Figure 3). The **Required Information for the Reference** screen displays (Figure 4) with a listing of all the components of the reference.



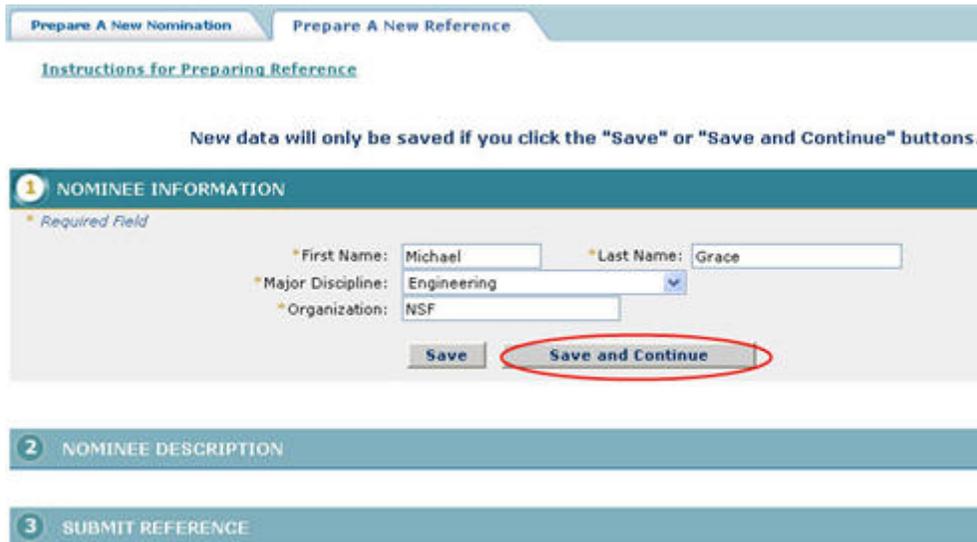
**Figure 4 Required Information for Reference screen. The Back button is circled.**

- Click the **Back** button (Figure 4). The **Instructions for Preparing a Reference** screen displays (Figure 5).



**Figure 5** Instructions for Preparing a Reference screen. The **Begin the Reference** button is circled.

- Click the **Begin the Reference** button (Figure 5). The **Reference Form** screen displays (Figure 6) with the **Nominee Information** section open.



**Figure 6** Reference Form screen with the **Nominee Information** section open. The **Save and Continue** button is circled.

- Enter the required information in the appropriate boxes (Figure 6):
  - First name

pd\_honorary\_awards

- Last name
  - Major discipline
  - Organization
8. Click the **Save and Continue** button (Figure 6). **The Reference Form** screen displays (Figure 7) with the **Nominee Description** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

 **NOMINEE INFORMATION**

 **NOMINEE DESCRIPTION**

\* *Required Field*

**\*How long have you known the nominee?**

Type or cut and paste answer here.

**\*In what capacity(ies)?**

Type or cut and paste answer here.

**\*What has the nominee accomplished? How has the nominee changed the course of science in his/her field? What is the nominee's potential for future significant contributions?**

Type or cut and paste your answer here.

**\*If the nominee worked as part of a team, specify his/her role in the accomplishments and leadership in advancing the field of research.**

Type or cut and paste your answer here.

**\*On the following scale of 1 to 5 below, please rank the nominee:**

- 1. The most outstanding person at this career stage I have known in the past 5 years
- 2. Among the top 10 young scientists I have known in the past 5 years
- 3. Outstanding
- 4. Above average

**Additional Information:**

If you have additional information, including a letter of reference, enter that here. Text length should be limited to 500 words. (Optional)

Type or cut and paste your reference letter here.

**Figure 7 Reference Form screen with the Nominee Description section open. The Save and Continue button is circled.**

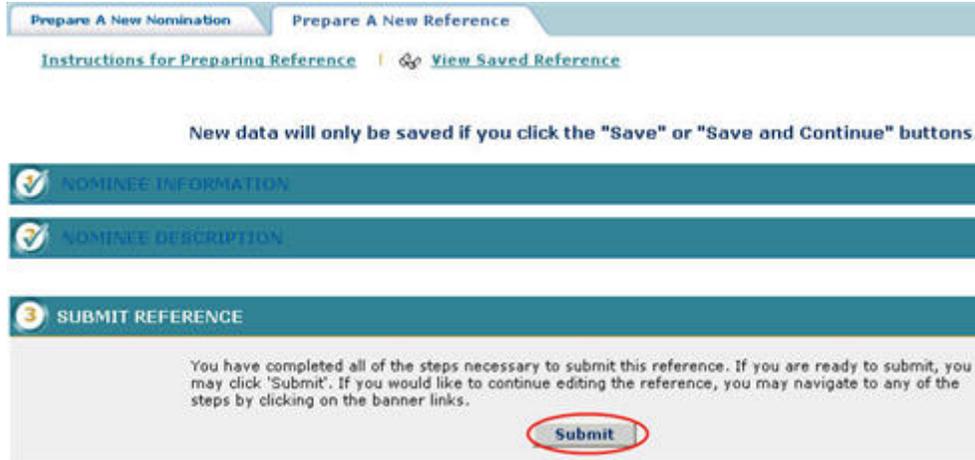
9. In the **How long have you know the nominee** box (Figure 7), type the number of years you have known the nominee.
10. In the **What Capacity** box (Figure 7), type a description of the capacity in which you have known the nominee.
11. In the **What has the nominee accomplished** box (Figure 7), type a description of the nominee's accomplishments and how they have changed the nominee's field of research.
12. In the **If the nominee worked as part of a team** box (Figure 7), type a description of the nominee's leadership role.
13. In the **Ratings** section (Figure 7), click a radio button to rate the nominee on the scale given.
14. In the **Additional Information** box (Figure 7), type or cut and paste any additional information you would like to submit regarding the nominee, including a letter of reference. Please note: this section is optional.

You have now completed the Reference Form. You have these options:

- Save the reference to edit it or submit it later
- Submit the reference

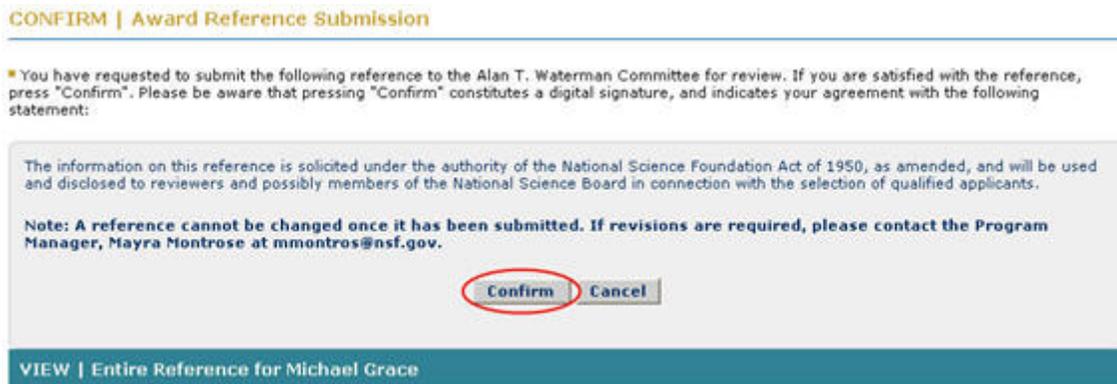
## Submit a Reference for the Alan T. Waterman Award

1. Access the **Reference Form** screen (Figure 1) with the **Submit Reference** section open (see [Complete the Reference Form](#)).



**Figure 1 Reference Form screen. The Submit button is circled.**

2. On the **Reference Form** screen (Figure 1), click the **Submit** button. The **Confirm Award Reference Submission** screen displays (Figure 2).



**Figure 2 Confirm Award Reference Submission screen. The Confirm button is circled.**

3. Click the **Confirm** button (Figure 2). The **Confirmation** screen displays (Figure 3).



Figure 3 Confirmation screen.

4. Click the **Back to Award Homepage** (Figure 3). The **Alan T. Waterman Award** screen displays (Figure 4) with the reference listed with the status of Submitted.



Figure 4 Alan T. Waterman Award screen with the reference listed with the status of Submitted.

## Save a Reference for the Alan T. Waterman Award

After you have completed at least the first section of a reference, you can save it for future work.

1. Access the **Reference Form** screen (Figure 1) and complete at least the first section of the reference (see [Complete the Reference Form](#)).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

**NOMINEE DESCRIPTION**

\* Required Field

\*How long have you known the nominee?

Type or cut and paste answer here.

\*In what capacity(ies)?

Type or cut and paste answer here.

\*What has the nominee accomplished? How has the nominee changed the course of science in his/her field? What is the nominee's potential for future significant contributions?

Type or cut and paste your answer here.

\*If the nominee worked as part of a team, specify his/her role in the accomplishments and leadership in advancing the field of research.

Type or cut and paste your answer here.

\*On the following scale of 1 to 5 below, please rank the nominee:

- 1. The most outstanding person at this career stage I have known in the past 5 years
- 2. Among the top 10 young scientists I have known in the past 5 years
- 3. Outstanding
- 4. Above average

**Additional Information:**

If you have additional information, including a letter of reference, enter that here. Text length should be limited to 500 words. (Optional)

Type or cut and paste your reference letter here.

**Figure 1 Reference Form screen. The Save button is circled.**

2. On the **Reference Form** screen (Figure 1), click the **Save** button. The reference is now listed on the **Alan T. Waterman Award** screen (Figure 2) with the status of In Progress.

**Figure 2 Alan T. Waterman Award screen. The reference is now listed with the status of In Progress.**

## Edit a Saved Reference for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2) with the reference listed with a status of **In Progress**.

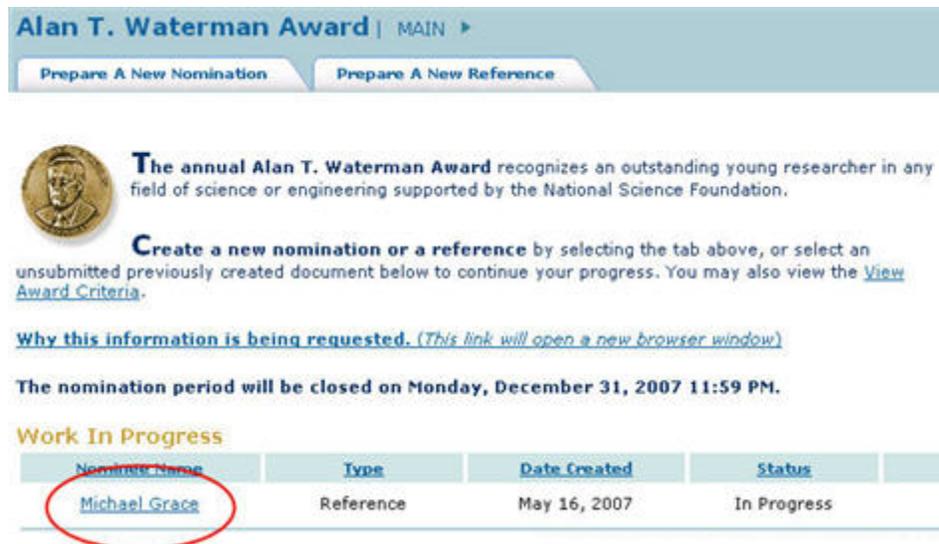


Figure 2 Alan T. Waterman Award screen. The Reference title link is circled.

- Click the title of the reference (Figure 2). The **Reference Form** screen displays (Figure 3). On this screen, you can edit any section by clicking on the section title and then clicking the **Save and Continue** button or **Save** button (see [Complete the Reference Form](#), Step 7 through Step 13, for detailed instructions on each section).

The screenshot shows a web interface for preparing a reference. At the top, there are two tabs: "Prepare A New Nomination" and "Prepare A New Reference", with the latter being active. Below the tabs are links for "Instructions for Preparing Reference" and "View Saved Reference". A warning message states: "New data will only be saved if you click the 'Save' or 'Save and Continue' buttons." The main section is titled "NOMINEE INFORMATION" and contains several required fields: "First Name" (Michael), "Last Name" (Grace), "Major Discipline" (Engineering), and "Organization" (NSF). At the bottom of this section are "Save" and "Save and Continue" buttons. Below this section are two more sections: "NOMINEE DESCRIPTION" and "SUBMIT REFERENCE".

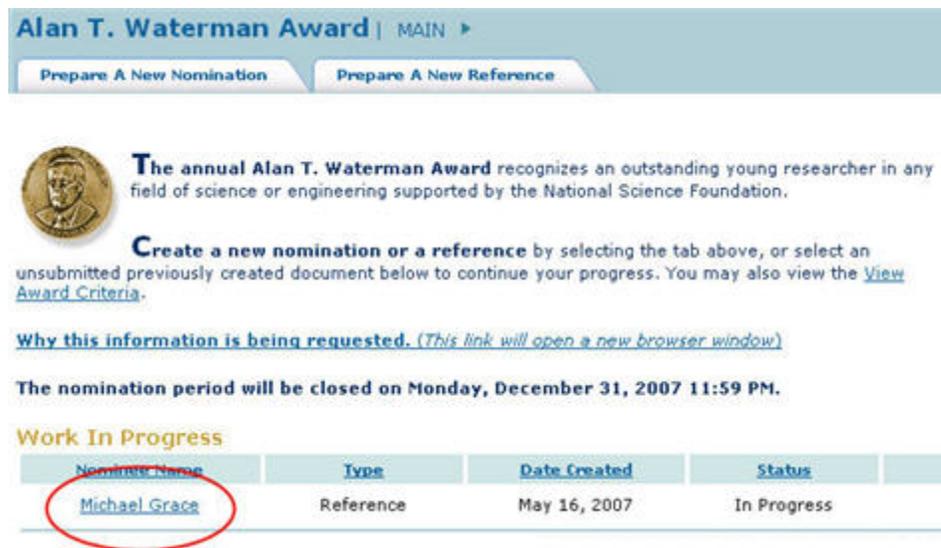
Figure 3 Reference Form screen.

## Submit a Saved Reference for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).

**Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.**

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2) with the reference listed in the **Work in Progress** section.



**Figure 2 Alan T. Waterman Award screen. The Reference title link is circled.**

3. Click the title of the reference (Figure 2). The **Reference Form** screen displays (Figure 3).

Prepare A New Nomination | Prepare A New Reference

[Instructions for Preparing Reference](#) | [View Saved Reference](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

\* Required Field

\* First Name: Michael      \* Last Name: Grace

\* Major Discipline: Engineering

\* Organization: NSF

Save      Save and Continue

**NOMINEE DESCRIPTION**

**3 SUBMIT REFERENCE**

Figure 3 Reference Form screen. The View Saved Reference link is circled.

4. Click **View Saved Reference** (Figure 3). The **View Entire Reference** screen displays (Figure 4).

Prepare A New Nomination | Prepare A New Reference

[Back](#) [View PDF](#) To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

**VIEW | Entire Reference for Michael Grace**

**1 NOMINEE INFORMATION** [Edit](#)

**Name:** Michael Grace  
**Organization:** NSF  
**Major Discipline:** Biological Sciences

**REFERENCE INFORMATION**

**Name:** Lynne Madison  
**Address:** 1409 N. Front St.  
 Harrisburg, PA 17101  
**Email:** test@test.org  
**Phone:** 1231231234  
**Fax:**  
**Organization:** NSF

**2 NOMINEE DESCRIPTION** [Edit](#)

**How long have you known the nominee?**  
 Type or cut and paste answer here.

**In what capacity(ies)?**  
 Type or cut and paste answer here.

**What has the nominee accomplished? How has the nominee changed the course of science in his/her field? What is the nominee's potential for future significant contributions?**  
 Type or cut and paste your answer here.

**If the nominee worked as part of a team, specify his/her role in the accomplishments and leadership in advancing the field of research.**  
 Type or cut and paste your answer here.

**On the following scale of 1 to 5 below, please rank the nominee:**  
 2 - Among the top 10 young scientists I have known in the past 5 years.

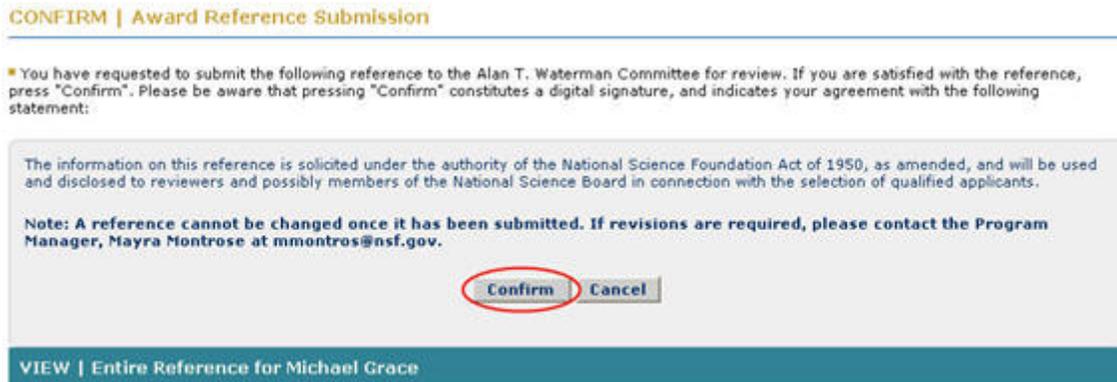
**Additional Information:**  
 Type or cut and paste your reference letter here.

**3 SUBMIT REFERENCE** [Edit](#)

Submit

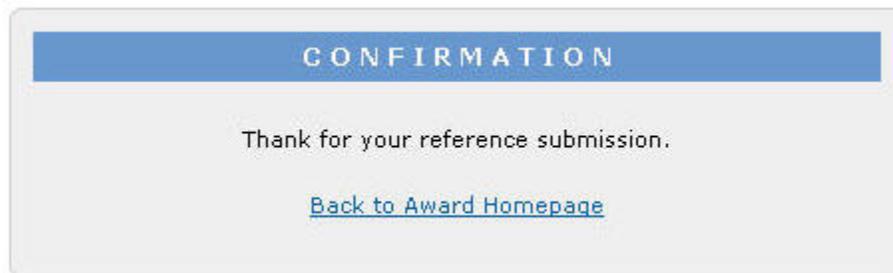
Figure 4 View Entire Reference screen. The Submit button is circled.

5. Click the **Submit** button (Figure 4). The **Confirm Award Reference Submission** screen displays (Figure 5).



**Figure 5 Confirm Award Reference Submission screen. The Confirm button is circled.**

6. Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6).



**Figure 6 Confirmation screen.**

7. Click **Back to Award Homepage** (Figure 6). The **Alan T. Waterman Award** screen displays (Figure 7) with the reference listed with the status of **Submitted**.

**Alan T. Waterman Award** | MAIN ▶

Prepare A New Nomination    Prepare A New Reference



**The annual Alan T. Waterman Award** recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

**Create a new nomination or a reference** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#) *(This link will open a new browser window)*

**The nomination period will be closed on Monday, December 31, 2007 11:59 PM.**

**Work In Progress**

Nominee Name	Type	Date Created	Status
Michael Grace	Reference	May 16, 2007	Submitted

Figure 7 Alan T. Waterman Award screen with the Reference listed with the status of Submitted.

## View the Entire Reference for the Alan T. Waterman Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).

**Figure 1 Honorary Awards screen. The Alan T. Waterman Award link is circled.**

2. On the **Honorary Awards** screen (Figure 1), click **Alan T. Waterman Award**. The **Alan T. Waterman Award** screen displays (Figure 2).

**Alan T. Waterman Award** | MAIN ▶

Prepare A New Nomination    Prepare A New Reference

 **The annual Alan T. Waterman Award** recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

**Create a new nomination or a reference** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#) *(This link will open a new browser window)*

**The nomination period will be closed on Monday, December 31, 2007 11:59 PM.**

**Work In Progress**

Nominate Name	Type	Date Created	Status
<a href="#">Michael Grace</a>	Reference	May 16, 2007	In Progress

**Figure 2 Alan T. Waterman Award screen. The Reference title link is circled.**

3. Click the title of the reference (Figure 2). The **Reference Form** screen displays (Figure 3).

Prepare A New Nomination | Prepare A New Reference

[Instructions for Preparing Reference](#) | [View Saved Reference](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

\* Required Field

\* First Name: Michael      \* Last Name: Grace

\* Major Discipline: Engineering

\* Organization: NSF

Save      Save and Continue

**NOMINEE DESCRIPTION**

**3 SUBMIT REFERENCE**

Figure 3 Reference Form screen. The View Saved Reference link is circled.

4. Click **View Saved Reference** (Figure 3). The **View Entire Reference** screen displays with the text you have entered (Figure 4).

Prepare A New Nomination | Prepare A New Reference

[Back](#) [View PDF](#) To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

**VIEW | Entire Reference for Michael Grace**

**1 NOMINEE INFORMATION** [Edit](#)

**Name:** Michael Grace  
**Organization:** NSF  
**Major Discipline:** Engineering

**REFERENCE INFORMATION**

**Name:** Marsha Marsh  
**Address:** 1970 Quincy Ave.  
 Alexandria, VA 22210  
**Email:** marsha@nsf.gov  
**Phone:** 5551231234  
**Fax:**  
**Organization:** NSF

**2 NOMINEE DESCRIPTION** [Edit](#)

**How long have you known the nominee?**  
 Type the length of time you have known the nominee

**In what capacity(ies)?**  
 Type the capacity in which you know the nominee

**What has the nominee accomplished? How has the nominee changed the course of science in his/her field? What is the nominee's potential for future significant contributions?**  
 State what the nominee has accomplished in his or her field and describe their potential for future contributions

**If the nominee worked as part of a team, specify his/her role in the accomplishments and leadership in advancing the field of research.**  
 Specify the nominee's role in the team and his/her accomplishments

**On the following scale of 1 to 5 below, please rank the nominee:**  
 1 - The most outstanding person at this career stage I have known in the past 5 years.

**Additional information**  
 Type text directly into this text box, or you may cut and paste text from another document.

**3 SUBMIT REFERENCE** [Edit](#)

Submit

Figure 4 View Entire Reference screen.

## View the Reference in PDF for the Alan T. Waterman Award

1. Access the **View Entire Reference** screen (Figure 1) (see [View Entire Reference](#)).

Prepare A New Nomination | Prepare A New Reference

Back | **View PDF** | view this information in PDF format; click "View PDF". A new browser window will open. print the PDF, use your browser's print function in the new window.

**VIEW | Entire Reference for Michael Grace**

<b>1 NOMINEE INFORMATION</b> <a href="#">Edit</a> Name: Michael Grace Organization: NSF Major Discipline: Engineering	<b>REFERENCE INFORMATION</b> Name: Marsha Marsh Address: 1970 Quincy Ave. Alexandria, VA 22210 Email: marsha@nsf.gov Phone: 5551231234 Fax: Organization: NSF
--	--

**2 NOMINEE DESCRIPTION** [Edit](#)

**How long have you known the nominee?**  
Type the length of time you have known the nominee

**In what capacity(ies)?**  
Type the capacity in which you know the nominee

**What has the nominee accomplished? How has the nominee changed the course of science in his/her field? What is the nominee's potential for future significant contributions?**  
State what the nominee has accomplished in his or her field and describe their potential for future contributions

**If the nominee worked as part of a team, specify his/her role in the accomplishments and leadership in advancing the field of research.**  
Specify the nominee's role in the team and his/her accomplishments

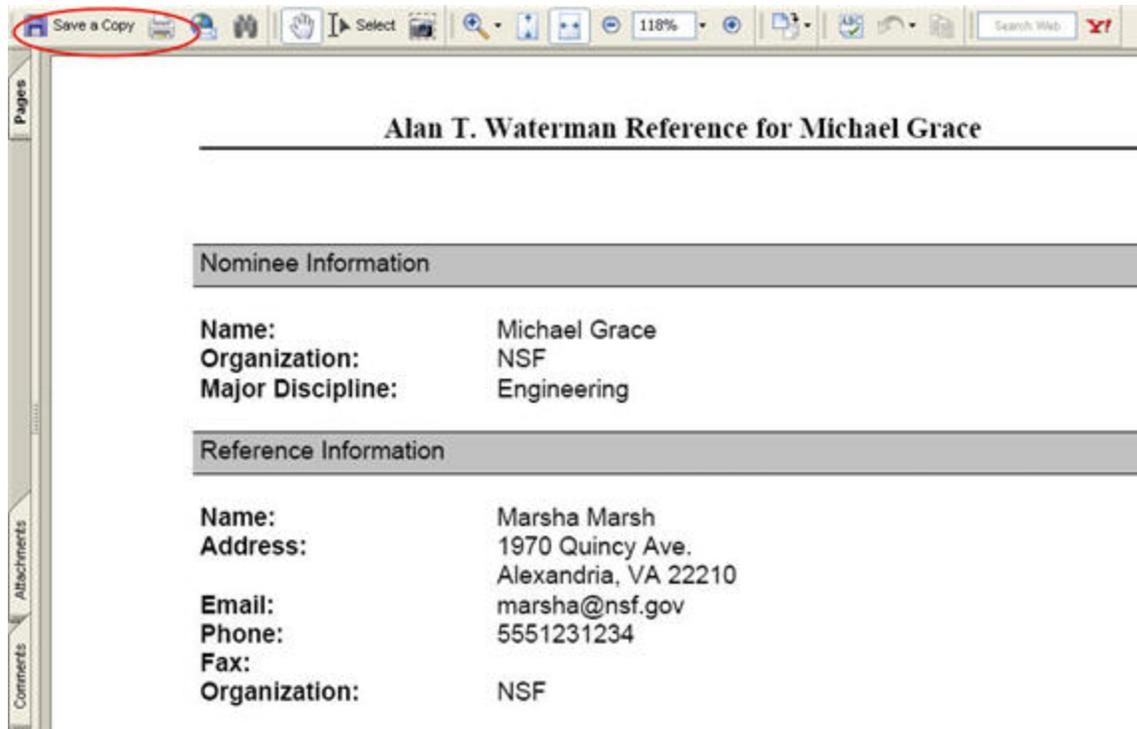
**On the following scale of 1 to 5 below, please rank the nominee:**  
1 - The most outstanding person at this career stage I have known in the past 5 years.

**Additional information**  
Type text directly into this text box, or you may cut and paste text from another document.

**3 SUBMIT REFERENCE** [Edit](#)  
Submit

**Figure 1 View Entire Reference screen. The View PDF link is circled.**

2. On the **View Entire Reference** screen (Figure 1), click **View PDF**. The reference displays in PDF format in a new window (Figure 2).



**Figure 2 Reference in PDF format in a new window. The Save and Print icons are circled.**

3. Click the **Save** icon (Figure 2) to save the reference to your computer.
4. Click the **Print** icon (Figure 2) to print the reference.

## National Medal of Science

### National Medal of Science Introduction

The National Medal of Science is awarded to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences."

You have the following options in preparing a National Medal of Science:

- [View the award criteria](#)
- [Find background information on the award](#)
- [Get the listing of the award's past winners](#)
- [Prepare a nomination for the award](#)

If you have been designated to write a reference for a nominee for the National Medal of Science, see [Prepare a National Medal of Science Reference](#).

## View Award Criteria for National Medal of Science Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).

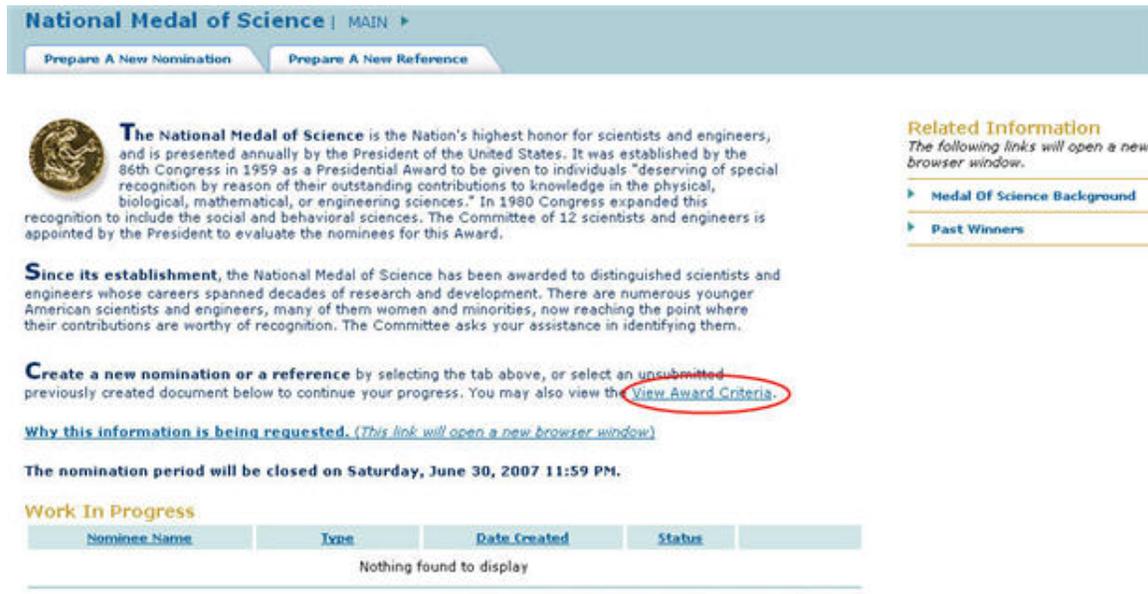


Figure 2 National Medal of Science screen. The View Award Criteria link is circled.

3. Click **View Award Criteria** (Figure 2). The **Award Selection Criteria** screen displays (Figure 3) with the formal criteria for the award.

#### Award Selection Criteria

---

- The Committee has established the following guidelines for selection of candidates:
  - a. The total impact of an individual's work on the present state of physical, biological, mathematical, engineering or social and behavioral sciences is to be the principal criterion.
  - b. Achievements of an unusually significant nature in relation to the potential effects of such achievements on the development of scientific thought.
  - c. Unusually distinguished service in the general advancement of science and engineering, when accompanied by substantial contributions to the content of science at some time.
  - d. Recognition of peers within the scientific community.
  - e. Contributions to innovation and industry.
  - f. Influence on education through publications, students, etc.
  - g. Must be a U.S. citizen or permanent resident who has applied for citizenship.
- Nominations and References
  - a. Nominations consist of a nomination form and three references. Nominations with less than three letters of reference will not be forwarded to the committee to review.
  - b. Nominations and references may be submitted electronically via the FastLane website.
  - c. Letters may also be sent separately via mail, fax, or e-mail as an attachment.
  - d. Nominations remain active for a period of three years, including the year of nomination.
- For further information concerning the Award program or nomination process, contact:

Mayra N. Montrose  
Office of Integrative Activities  
National Science Foundation  
4201 Wilson Boulevard, Rm. 1270  
Arlington, VA 22230  
Email: [nms@nsf.gov](mailto:nms@nsf.gov)  
Phone: 703-292-8040  
Fax: 703-292-9040
- **All nominations must be in conformance with the eligibility requirements stated above. All nominations, renominations, and references must be submitted no later than 11:59 PM Saturday, June 30, 2007.**

Figure 3 Award Selection Criteria screen.

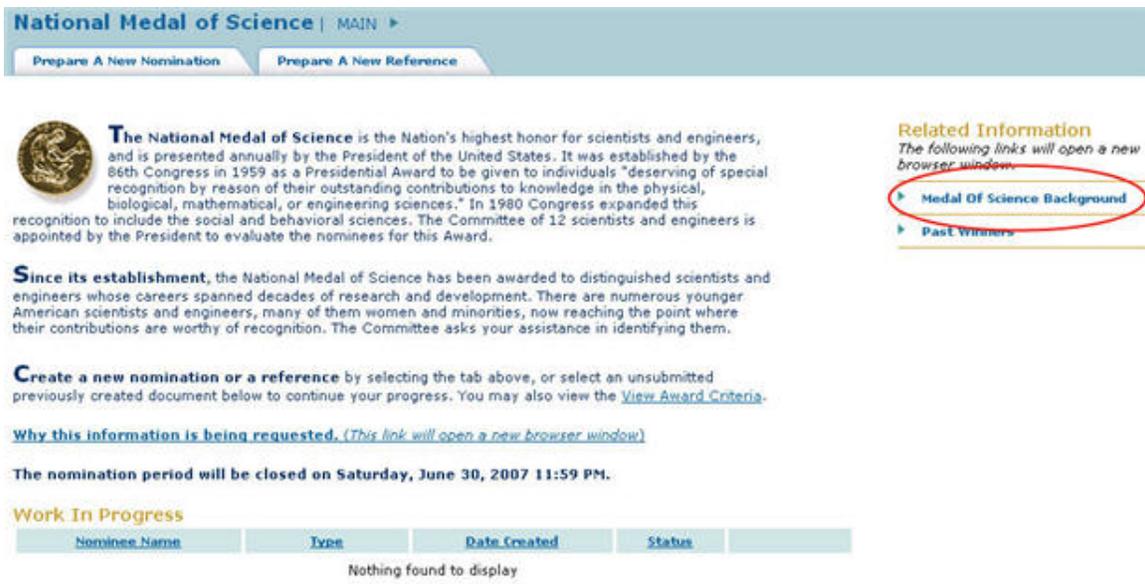
## Find Background Information on the National Medal of Science Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



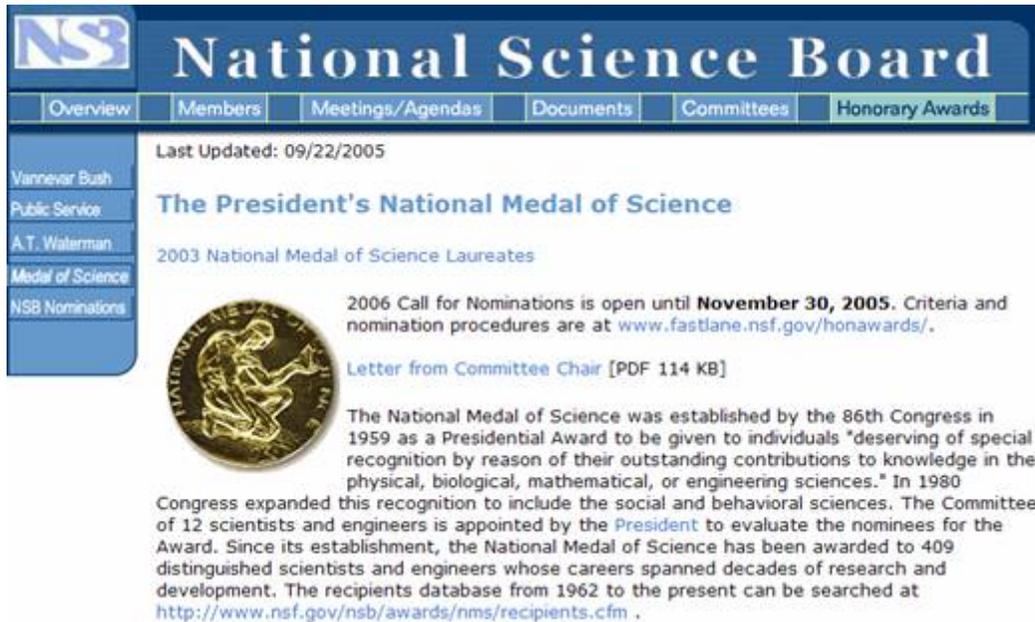
Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).



**Figure 2 National Medal of Science screen. The Medal of Science Background link is circled.**

3. Click **National Medal of Science Award Background** (Figure 2). The **National Medal of Science** screen displays (Figure 3) in a new window with the background information on the award.



**Figure 3 President's National Medal of Science screen.**

## Past Winners of the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).

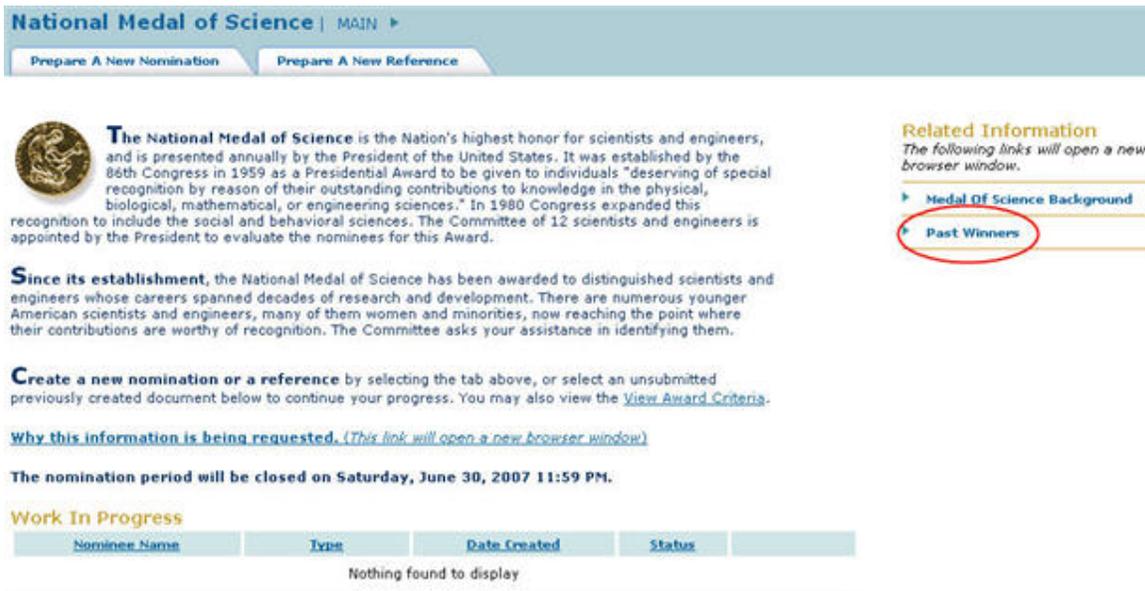


Figure 2 National Medal of Science screen. The Past Winners link is circled.

3. Click **Past Winners** (Figure 2). The **President's National Medal of Science Recipient** screen displays (Figure 3) in a new window.

**NSB National Science Board**

Overview Members Meetings/Agendas Documents Committees Honorary Awards

### The President's National Medal of Science Recipients

#### Find Recipients

Fill in one or more of the items below to find recipients who match your criteria.

Affiliation:

Award Year:

Award Discipline:

Gender:  Male  Female

Nobel Laureates:

Last Name:   
(partial entries accepted)

First Name:   
(partial entries accepted)

Deceased:  Yes

**Figure 3** President's National Medal of Science Recipients screen. The Search button is circled.

4. To search for a recipient, enter information for any or all of the search criteria:
  - Affiliation
  - Award Year
  - Award discipline
  - Gender
  - Nobel Laureates
  - Last Name
  - First Name
  - Deceased (click the radio button for Yes or No)
5. Click the **Search** button (Figure 3). The **President National Medal of Science Recipients** screen displays (Figure 4) with the results of your search.

### The President's National Medal of Science Recipients

Click on a column title to sort the results by that field. Click on a name to see more details. Institutions listed are those with which the recipients were affiliated at the time of the Award.

Search Results = 3 Recipients

<u>Name</u>	<u>Affiliation</u>	<u>Discipline</u>	<u>Award Year</u>	<u>Nobel Laureate</u>
<a href="#">Alvarez, Luis W.</a>	University of California at Berkeley	Physical Sciences	1963	Physics
<a href="#">McMillan, Edwin M.</a>	University of California at Berkeley	Physical Sciences	1990	Chemistry
<a href="#">Townes, Charles H.</a>	University of California at Berkeley	Physical Sciences	1982	Physics

**Figure 4 President's National Medal of Science Recipients screen with the results of a search.**

## **Nomination for Medal of Science**

### **Prepare a National Medal of Science Nomination**

In preparing and submitting a nomination for the National Medal of Science, you can conduct the following activities:

- Complete the Nomination Form
- Submit a nomination
- Save a nomination
- Edit a saved nomination
- View the entire nomination
- View the nomination in PDF format
- Submit a saved nomination
- View the status of a reference

## **Prepare a National Medal of Science Nomination**

In preparing and submitting a nomination for the National Medal of Science, you can conduct the following activities:

- Complete the Nomination Form
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## Complete the Nomination Form for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).

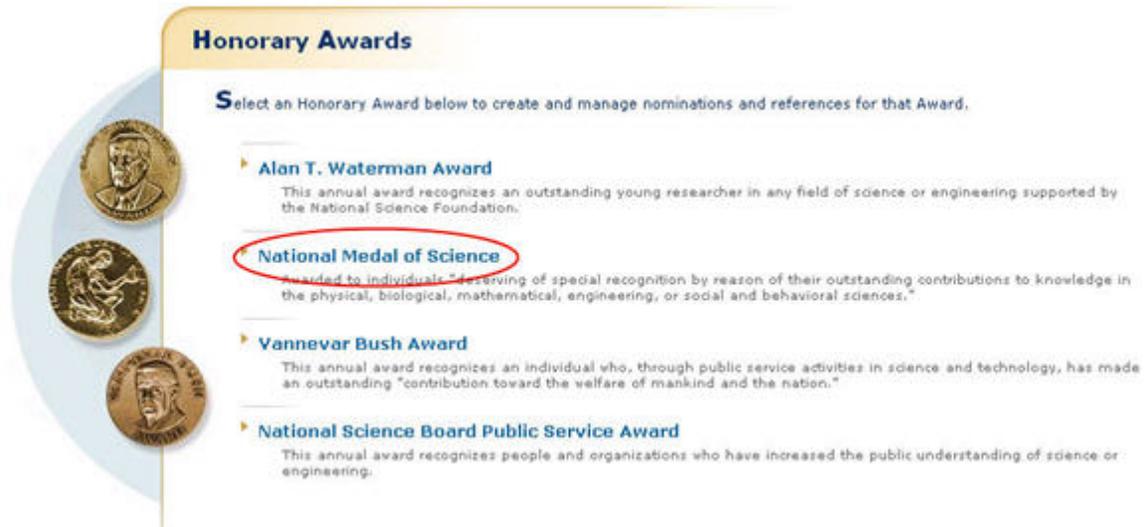
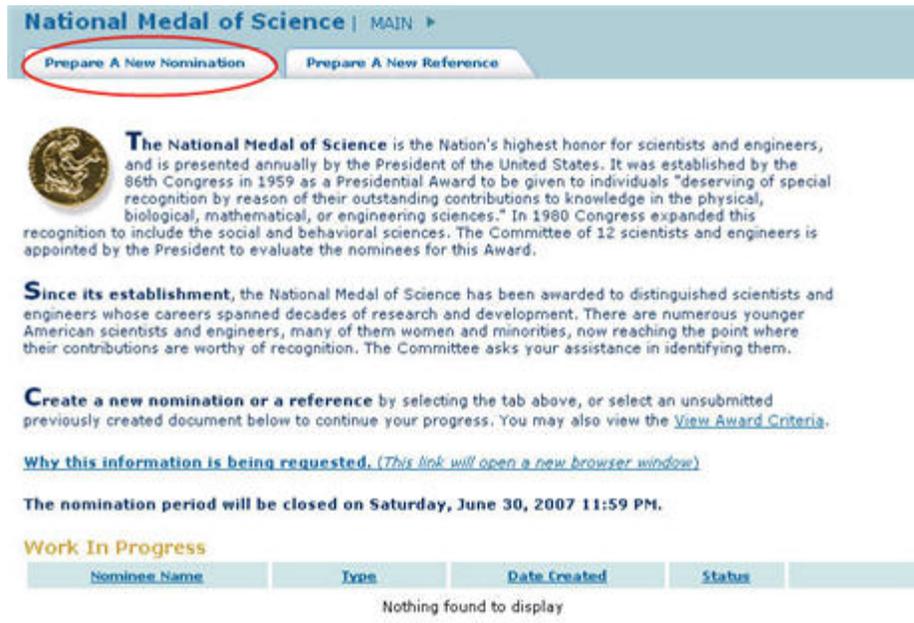


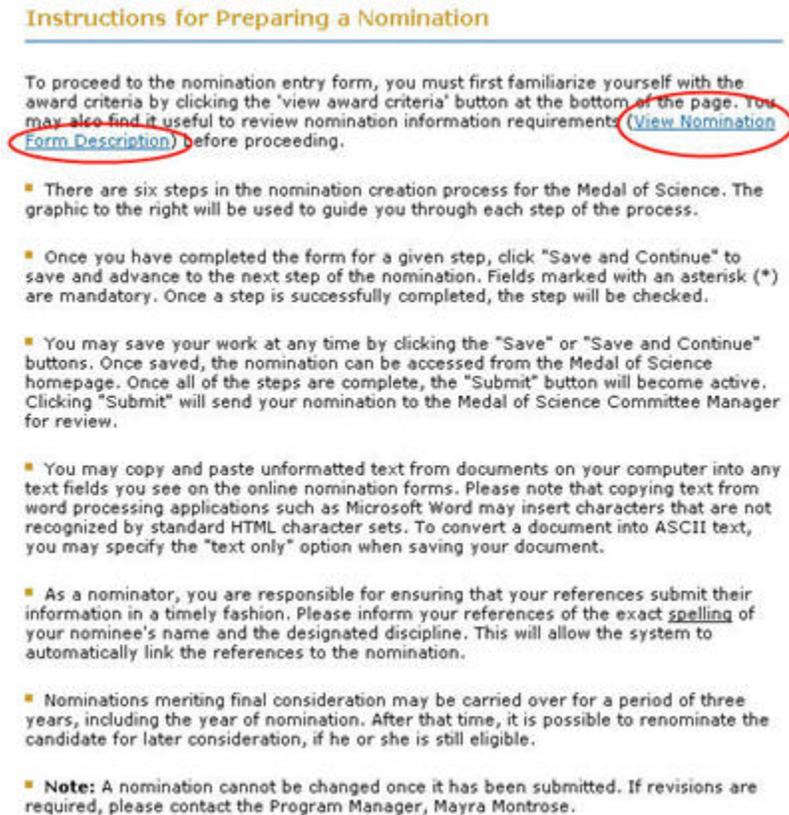
Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).



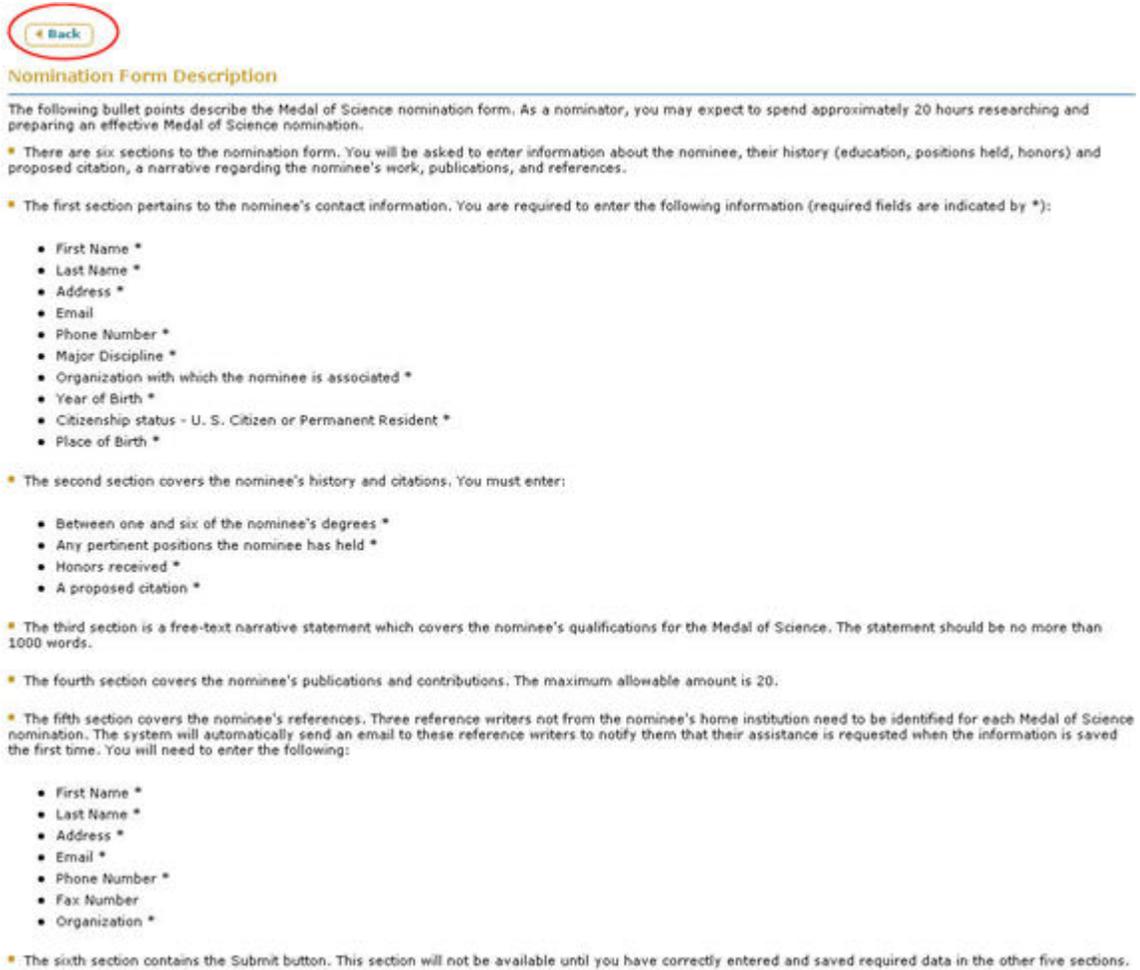
**Figure 2 National Medal of Science screen. The Prepare a New Nomination tab is circled.**

3. Click the **Prepare a Nomination** tab (Figure 2). The **Instructions for Preparing a Nomination** screen displays (Figure 3) with general instructions for completing a nomination.



**Figure 3 Instructions for Preparing a Nomination screen. The View Nomination Form Description link is circled.**

4. To see the form requirements, click **View Nomination Form Description** (Figure 3). The **Nomination Form Description** screen displays (Figure 4) with a listing of all the components of the Nomination Form.



**Figure 4** Nomination Form Description screen. The Back button is circled.

5. Click the **Back** button (Figure 4). The **Instructions for Preparing a Nomination** screen displays (Figure 5).

### Instructions for Preparing a Nomination

To proceed to the nomination entry form, you must first familiarize yourself with the award criteria by clicking the 'view award criteria' button at the bottom of the page. You may also find it useful to review nomination information requirements ([View Nomination Form Description](#)) before proceeding.

- There are six steps in the nomination creation process for the Medal of Science. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step of the nomination. Fields marked with an asterisk (\*) are mandatory. Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the nomination can be accessed from the Medal of Science homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your nomination to the Medal of Science Committee Manager for review.
- You may copy and paste unformatted text from documents on your computer into any text fields you see on the online nomination forms. Please note that copying text from word processing applications such as Microsoft Word may insert characters that are not recognized by standard HTML character sets. To convert a document into ASCII text, you may specify the "text only" option when saving your document.
- As a nominator, you are responsible for ensuring that your references submit their information in a timely fashion. Please inform your references of the exact spelling of your nominee's name and the designated discipline. This will allow the system to automatically link the references to the nomination.
- Nominations meriting final consideration may be carried over for a period of three years, including the year of nomination. After that time, it is possible to renominate the candidate for later consideration, if he or she is still eligible.
- **Note:** A nomination cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose.

Contact: **Mayra Montrose** at [mmontros@nsf.gov](mailto:mmontros@nsf.gov)

← Back
View Award Criteria

**Figure 5** Instructions for Preparing a Nomination screen. The View Award Criteria button is circled.

6. Click the **View Award Criteria** button. The **Award Selection Criteria** screen displays (Figure 6).

### Award Selection Criteria

---

- The Committee has established the following guidelines for selection of candidates:
  - a. The total impact of an individual's work on the present state of physical, biological, mathematical, engineering or social and behavioral sciences is to be the principal criterion.
  - b. Achievements of an unusually significant nature in relation to the potential effects of such achievements on the development of scientific thought.
  - c. Unusually distinguished service in the general advancement of science and engineering, when accompanied by substantial contributions to the content of science at some time.
  - d. Recognition of peers within the scientific community.
  - e. Contributions to innovation and industry.
  - f. Influence on education through publications, students, etc.
  - g. Must be a U.S. citizen or permanent resident who has applied for citizenship.

- Nominations and References

- a. Nominations consist of a nomination form and three references. Nominations with less than three letters of reference will not be forwarded to the committee to review.
- b. Nominations and references may be submitted electronically via the FastLane website.
- c. Letters may also be sent separately via mail, fax, or e-mail as an attachment.
- d. Nominations remain active for a period of three years, including the year of nomination.

- For further information concerning the Award program or nomination process, contact:

Mayra N. Montrose  
Office of Integrative Activities  
National Science Foundation  
4201 Wilson Boulevard, Rm. 1270  
Arlington, VA 22230  
Email: [nms@nsf.gov](mailto:nms@nsf.gov)  
Phone: 703-292-8040  
Fax: 703-292-9040

- **All nominations must be in conformance with the eligibility requirements stated above. All nominations, renominations, and references must be submitted no later than 11:59 PM Saturday, June 30, 2007.**

[◀ Back](#)

[Begin Nomination](#)

**Figure 6 Award Selection Criteria screen. The Begin Nomination button is circled.**

7. Click the **Begin Nomination** button (Figure 6). The **Nomination Form** screen displays (Figure 7) with the **Nomination Information** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1 NOMINEE INFORMATION**

*\* Required Field*

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name:  \* Last Name:

\* Address:

\* City:  State:  Zip:

International Postal Code:

\* Country:

Email:

\* Phone Number:  (no dashes or spaces)

\* Organization:

\* Major Discipline:

\* Year of Birth (YYY):  \* Place of Birth:

\* Select One:  U. S. Citizen  Permanent Resident

**Save and Continue**

**2 HISTORY & CITATIONS**

**3 NARRATIVE**

**4 PUBLICATIONS & CONTRIBUTIONS**

**5 REFERENCES**

**6 SUBMIT NOMINATION**

**Figure 7 Nomination Information section of the Nomination Form screen. The Save and Continue button is circled.**

8. In the **Nomination Information** section (Figure 7), enter the following information about the nominee in the appropriate boxes:
  - First name
  - Last name
  - Address
  - City
  - State
  - Zip code
  - Country
  - International postal code (optional)
  - Phone number
  - Email address (optional)
  - Organization
  - Major discipline
  - Year of birth
  - Place of birth
9. Click the radio button for either U.S. citizen or Permanent Resident (Figure 7).
10. Click the **Save and Continue** button (Figure 7). (You can also click the **Save** button to save the form to complete later.) The **Nomination Form** screen displays (Figure 8) with the **History and Citations** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1 NOMINEE INFORMATION

2 HISTORY & CITATIONS

*\* Required Field*

**You must enter data into the positions held, honors, proposed citation fields, as well as at least one degree, before saving.**

**\* Education:**  
You are required to enter one degree before saving your work. You may enter up to six degrees overall.

* Degree Type: Bachelor of Science	* Organization: Boston University	* Year: 1980
* Major Discipline: Biological Sciences		
* Specific Discipline: Neuro Science		

* Degree Type: Master of Science	* Organization: Harvard University	* Year: 1986
* Major Discipline: Biological Sciences		
* Specific Discipline: Neuro Science		

* Degree Type: Doctor of Science	* Organization: Princeton University	* Year: 1995
* Major Discipline: Biological Sciences		
* Specific Discipline: Neurology		

[Add More Degree Fields](#)

**\* Positions Held** (Title, Organization, Years of Service):

Type any positions held by the nominee in this box

**\* Honors** (Awards, Fellowships, Prizes):

Type any honors, awards, or fellowships held by the nominee in this box

**\* Proposed Citation:**  
Limit to 1 to 2 concise sentences describing the nominee's research.

Type a few sentences to describe the nominee's research

3 NARRATIVE

4 PUBLICATIONS & CONTRIBUTIONS

5 REFERENCES

6 SUBMIT NOMINATION

**Figure 8 History and Citations section of the Nomination Form screen. The Save and Continue button are circled.**

11. In the **Education** section (Figure 8), enter the degrees that the nominee has. For each degree, enter the following:

- Degree type
  - Major Discipline
  - Specific Discipline
  - Institution
  - Year
12. If you need to type more than three degrees, click **Add More Degree Fields**. More fields display.
  13. In the **Positions Held** box (Figure 8), type each professional position that the nominee has held. For each position, type the following:
    - Position title
    - Organization
    - Years of service
  14. In the **Honors** box (Figure 8), type any honors the nominee has received.
  15. In the **Proposed Citation** box (Figure 8), describe in one or two sentences the research the nominee is engaged in.
  16. Click the **Save and Continue** button (Figure 8). (You can also click the **Save** button to save the form to complete it later). The **Nomination Form** screen displays (Figure 9) with the **Narrative** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

- 1 NOMINEE INFORMATION
- 2 HISTORY & CITATIONS
- 3 **NARRATIVE**
- 4 PUBLICATIONS & CONTRIBUTIONS
- 5 REFERENCES
- 6 SUBMIT NOMINATION

*\* Required Field*

**\* Narrative**  
Please enter a narrative statement describing the nominee's qualifications for this award. This statement can be cut from other documents and pasted in the space below. (Please limit to approximately one page worth of text).

Type a narrative statement describing the nominee's qualifications here.

**Save and Continue**



**Figure 9 Narrative section of the Nomination Form screen. The Save and Continue button is circled.**

17. In the **Narrative** text box (Figure 9), type or copy and paste the nominee's qualifications for the award.
18. Click the **Save and Continue** button (Figure 9). (You can also click the **Save** button to save the form to complete later.) The **Nomination Form** screen displays (Figure 10) with the **Publications and Contributions** section open.

NOMINEE INFORMATION  
 HISTORY & CITATIONS  
 NARRATIVE  
 PUBLICATIONS & CONTRIBUTIONS

\* Required Field

Please list pertinent publications or contributions. Publications may be up to 255 characters in length and are limited to twenty (20) entries.

Pub 1)  [Remove Pub 1](#)

Pub 2)  [Remove Pub 2](#)

Pub 3)

Pub 4)

Pub 5)

[Add More Publication Fields](#) (IMPORTANT! Please "SAVE" first!)

5 REFERENCES

6 SUBMIT NOMINATION

**Figure 10** Publications and Contributions section of the of the Nomination Form screen. The Save and Continue button is circled.

19. In the **Publications and Contributions** section (Figure 10), type one publication citation per box.
20. If you need more than five boxes, click **Add More Publications Fields**. More publication citation boxes display.
21. Click the **Save and Continue** button (Figure 10). (You can also click the **Save** button to save the form to complete it later). The **Nomination Form** screen displays (Figure 11) with the **References** section open.

**5 REFERENCES**

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

Please add three references familiar with technical aspects and not from the nominee's home organization.

As the nominator, you are responsible for contacting references. Nominations with fewer than 3 references will not be reviewed by the committee.

**Note:** The system will automatically send an email to these reference writers to notify them that their assistance is requested when the information is saved the first time.

**Reference 1:**

\* First Name: Robert \* Last Name: Jones

\* Address: 1133 Whitewater Way

\* City: Arlington State: Virginia Zip: 22206

International Postal Code:

\* Country: United States

\* Email: rj@test.org

\* Phone Number: 1111111111 (no dashes or spaces)

Fax Number: (no dashes or spaces)

\* Organization: USDA

**Reference 2:**

\* First Name: William \* Last Name: Bill

\* Address: 123 Tuckerman Lane

\* City: Bethesda State: Maryland Zip: 22013

International Postal Code:

\* Country: United States

\* Email: wb@test.org

\* Phone Number: 1111111111 (no dashes or spaces)

Fax Number: (no dashes or spaces)

\* Organization: NSF

**Reference 3:**

\* First Name: Marsha \* Last Name: Marsh

\* Address: 1800 Quince Ave.

\* City: Alexandria State: Virginia Zip: 22201

International Postal Code:

\* Country: United States

\* Email: mmm@test.org

\* Phone Number: 1111111111 (no dashes or spaces)

Fax Number: (no dashes or spaces)

\* Organization: NSF

Save Save and Continue

**6 SUBMIT NOMINATION**

Figure 11 References section of the Nomination Form screen. The Save and Continue button are circled.

22. In the **References** section (Figure 11), list at least four references who are not from the nominee's organization and who are familiar with the technical aspects

of the nominee's work. For each reference, enter the following information in the appropriate boxes:

- First name
- Last name
- Address
- City
- State
- Zip code
- Country
- International postal code (optional)
- Email
- Phone number
- Fax number (optional)
- Organization

You have now completed the Nomination Form. You have these options:

- Save the nomination to edit it or submit it later
- Submit the nomination

## Submit a Nomination for the National Medal of Science

1. Access the **Nomination Form** screen (Figure 1) with the **Submit Nomination** section open (see [Complete the Nomination Form](#)).

Prepare A New Nomination | Prepare A New Reference

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

- NOMINEE INFORMATION
- HISTORY & CITATIONS
- NARRATIVE
- PUBLICATIONS & CONTRIBUTIONS
- REFERENCES
- 6 SUBMIT NOMINATION**

\* Required Field

You have completed all of the steps necessary to submit this nomination. If you are ready to submit, you may click 'Submit'. If you would like to continue editing the nomination, you may navigate to any of the steps by clicking on the banner links.

**Submit**

**Figure 1** Nomination Form screen. The Submit button is circled.

2. Click the **Submit** button (Figure 1). The **Confirm Award Nomination Submission** screen displays (Figure 2).

CONFIRM | Award Nomination Submission

\* You have requested to submit the following nomination to the Medal of Science Committee for review. If you are satisfied with the nomination, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

The information on this nomination is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.

**Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose at [mmontros@nsf.gov](mailto:mmontros@nsf.gov).**

**Confirm** **Cancel**

VIEW | Entire Nomination for Jennifer Smith

**1** NOMINEE INFORMATION

**Name:** Jennifer Smith  
**Address:** 1409 N. Front St.  
Arlington, VA 22013  
US

**Figure 2** Confirm Award Nomination Submission screen. The Confirm button is circled.

3. Click the **Confirm** button (Figure 2). The **Confirmation** screen displays (Figure 3) with the message that the nomination has been submitted.

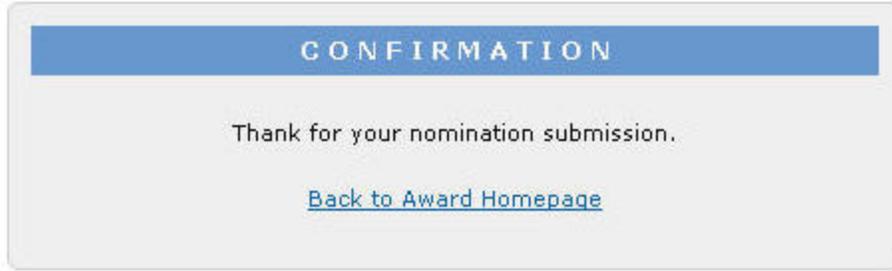


Figure 3 Confirmation screen.

4. Click **Back to Award Homepage** (Figure 3). The **National Medal of Science** screen displays (Figure 4) with the nomination listed with the status of Submitted.

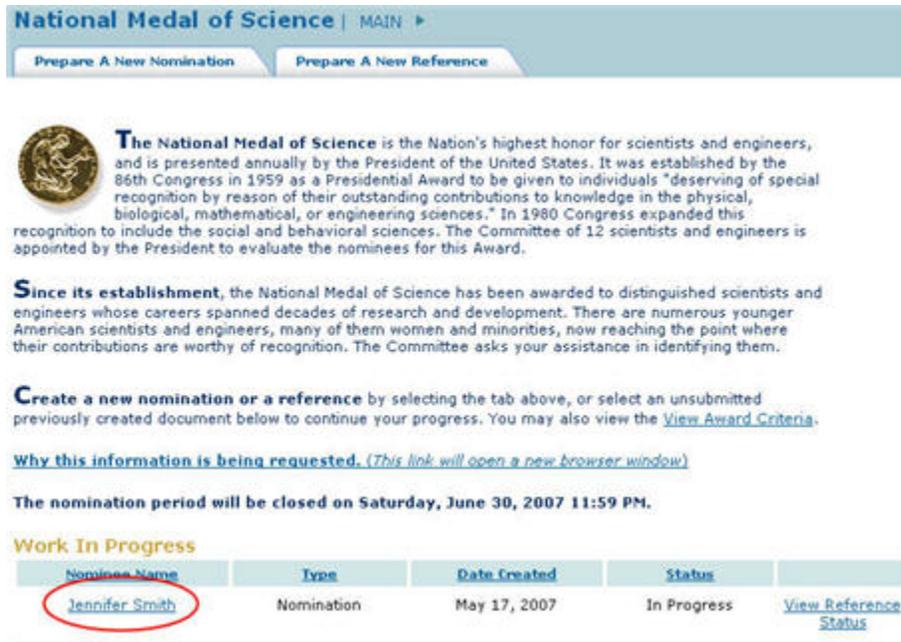


Figure 4 National Medal of Science screen with the nomination listed with the status of Submitted.

## Edit a Saved Nomination for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2) with the saved nomination in the **Work in Progress** section.

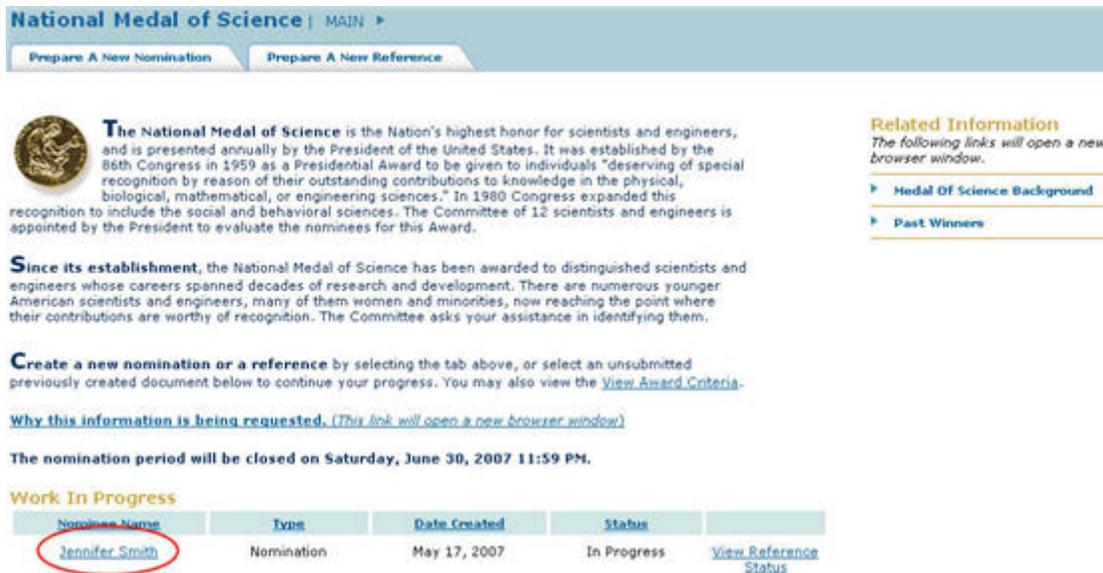


Figure 2 National Medal of Science screen. The link to the saved nomination is circled.

- Click the nomination title (Figure 2). The **Nomination Form** screen displays (Figure 3) with the **Nominee Information** section open. On this screen, you can edit any section by clicking on the section title and then clicking the **Save and Continue** button or the **Save** button (see Complete the Nomination Form, Step 8 through Step 22, for detailed instructions for each section).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1 NOMINEE INFORMATION

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name:  \* Last Name:

\* Address:

\* City:  State:  Zip:

International Postal Code:

\* Country:

Email:

\* Phone Number:  (no dashes or spaces)

\* Organization:

\* Major Discipline:

\* Year of Birth (YYYY):  \* Place of Birth:

\* Select One:  U. S. Citizen  Permanent Resident

**Save and Continue**

2 HISTORY & CITATIONS

3 NARRATIVE

4 PUBLICATIONS & CONTRIBUTIONS

5 REFERENCES

6 SUBMIT NOMINATION

**Figure 3** Nomination Form screen with the Nominee Information section open.

## Save a Nomination for the National Medal of Science

After you have completed at least the first section of a nomination, you can save it for future work.

1. Access the **Nomination Form** screen (Figure 1) and complete at least the first section of the nomination (see [Complete the Nomination Form](#)).

The screenshot displays the 'References' section of a nomination form. At the top, there are tabs for 'Prepare A New Nomination' and 'Prepare A New Reference'. Below these are navigation links: 'Instructions For Nomination', 'Award Selection Criteria', and 'View Saved Nomination'. A message states: 'New data will only be saved if you click the "Save" or "Save and Continue" buttons.' The form is divided into sections: 'NOMINEE INFORMATION', 'HISTORY & CITATIONS', and 'NARRATIVE'. The 'HISTORY & CITATIONS' section is active and contains a 'Required Field' warning: 'You must enter data into the positions held, honors, proposed citation fields, as well as at least one degree, before saving.' Under the 'Education' heading, there are three sets of fields for degrees, each with dropdowns for Degree Type, Major Discipline, and Specific Discipline, and text boxes for Institution and Year. The first two are filled with 'Bachelor of Science', 'Biological Sciences', 'Neurology', 'Boston University', and '1990'; the second with 'Master of Science', 'Biological Sciences', 'Neurology', 'Harvard University', and '1997'. Below the education fields are sections for 'Positions Held', 'Honors', and 'Proposed Citation', each with a text area for input. At the bottom of the form, two buttons are visible: 'Save' and 'Save and Continue'. The 'Save' button is circled in red.

Figure 1 Nomination Form screen open to the References section. The Save button is circled.

- On the **Nomination Form** screen (Figure 1), click the **Save** button. The Nomination is saved, and the **Nomination Form** screen displays with the section open on which you clicked the **Save** button (Figure 2). The Nomination is now listed on the **National Medal of Science** screen (Figure 3) with the status of In Progress.

Prepare A New Nomination | Prepare A New Reference

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

**HISTORY & CITATIONS**

*\* Required Field*

**You must enter data into the positions held, honors, proposed citation fields, as well as at least one degree, before saving.**

**\* Education:**  
You are required to enter one degree before saving your work. You may enter up to six degrees overall.

\* Degree Type: Bachelor of Science

\* Major Discipline: Biological Sciences

\* Specific Discipline: Neurology

\* Institution: Boston University

\* Year: 1990

Figure 2 Nomination Form screen after the Nomination has been saved.

**National Medal of Science** | MAJN | ▶

Prepare A New Nomination | Prepare A New Reference

 **The National Medal of Science** is the Nation's highest honor for scientists and engineers, and is presented annually by the President of the United States. It was established by the 86th Congress in 1959 as a Presidential Award to be given to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, or engineering sciences." In 1980 Congress expanded this recognition to include the social and behavioral sciences. The Committee of 12 scientists and engineers is appointed by the President to evaluate the nominees for this Award.

**Since its establishment**, the National Medal of Science has been awarded to distinguished scientists and engineers whose careers spanned decades of research and development. There are numerous younger American scientists and engineers, many of them women and minorities, now reaching the point where their contributions are worthy of recognition. The Committee asks your assistance in identifying them.

**Create a new nomination or a reference** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested. \(This link will open a new browser window\)](#)

The nomination period will be closed on **Saturday, June 30, 2007 11:59 PM.**

**Work In Progress**

Nominee Name	Type	Date Created	Status	
Jennifer Smith	Nomination	May 17, 2007	In Progress	<a href="#">View Reference Status</a>

Figure 3 National Medal of Science screen with the saved Nomination (circled) listed with the status of In Progress

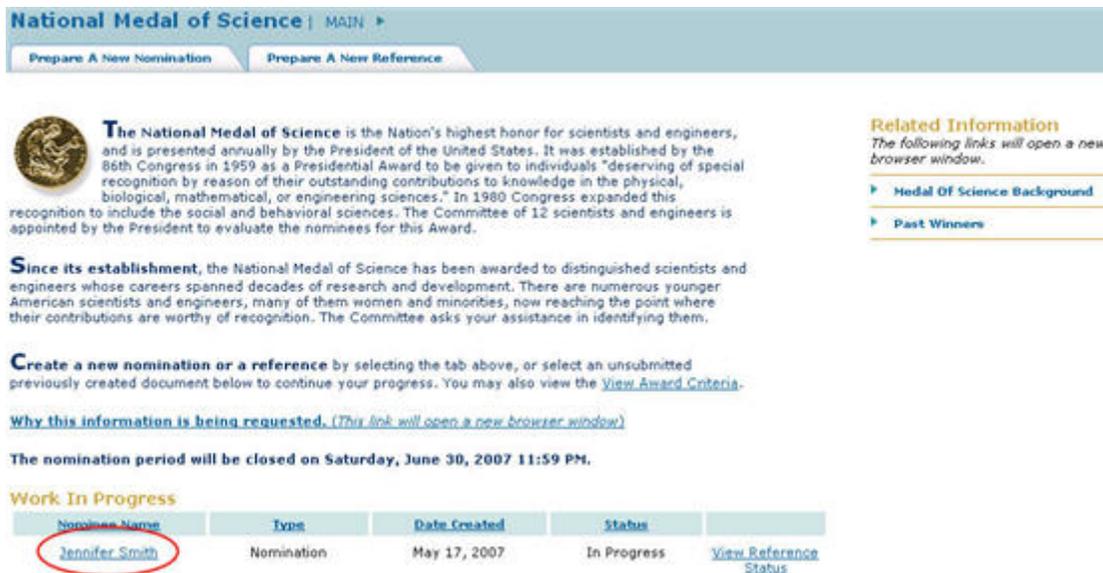
## Submit a Saved Nomination for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



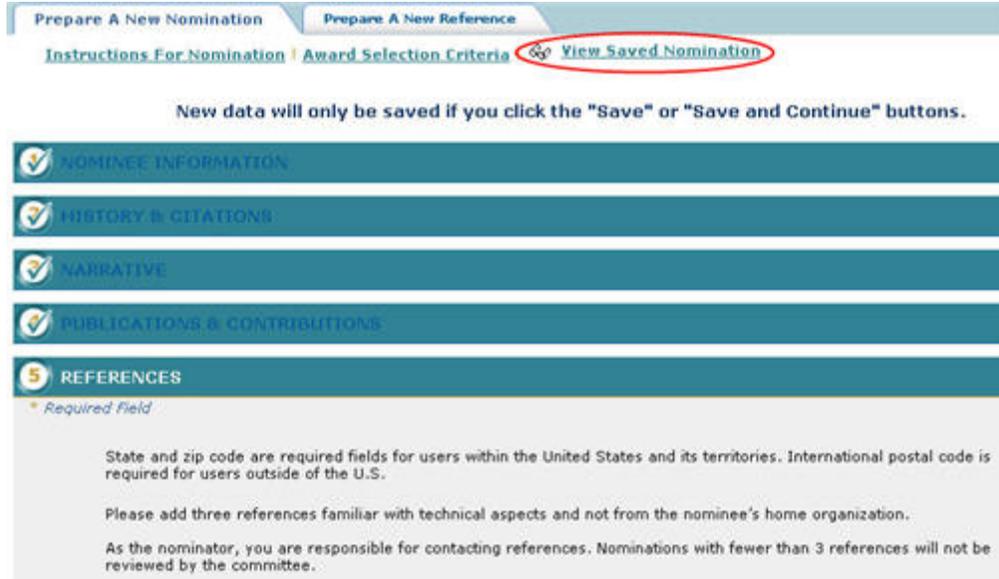
Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2) with the saved nomination in the **Work in Progress** section.



**Figure 2 National Medal of Science screen. The link to the saved nomination is circled.**

3. Click the nomination title (Figure 3). The **Nomination Form** screen displays (Figure 3).



**Figure 3 Nomination Form screen. The View Saved Nomination link is circled.**

4. Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 4).

**VIEW | Entire Nomination for Jennifer Smith**

**1 NOMINEE INFORMATION** [Edit](#)

**Contact Name:** Jennifer Smith  
**Address:** 1409 N. Front St.  
Arlington, VA 22013  
United States  
**Email:**  
**Phone:** 5551231234  
**Major Discipline:** Chemistry  
**Organization:** NSF  
**Year of Birth:** 1962  
**Citizenship:** U. S. Citizen  
**Place Of Birth:** Harrisburg, PA

**2 HISTORY & CITATIONS** [Edit](#)

**Education:**

- Bachelor of Science, Neuro Science, Boston University, 1980  
Major Discipline: Biological Sciences
- Master of Science, Neuro Science, Harvard University, 1986  
Major Discipline: Biological Sciences
- Doctor of Science, Neurology, Princeton University, 1995  
Major Discipline: Biological Sciences

**Positions Held:** Type any positions held by the nominee in this box  
**Honors:** Type any honors, awards, or fellowships held by the nominee in this box  
**Proposed Citation:** Type a few sentences to describe the nominee's research

**3 NARRATIVE** [Edit](#)  
Type a narrative statement describing the nominee's qualifications here.

**4 PUBLICATIONS & CONTRIBUTIONS** [Edit](#)

1. Type a publication here
2. Type a publication here

**5 REFERENCES** [Edit](#)

**Name:** Robert Smith  
**Organization:** NSF  
**Email:** test2@test.org

**Name:** Julia Jackson  
**Organization:** NSF  
**Email:** test3@test.org

**Name:** William Bill  
**Organization:** NSF  
**Email:** test4@test.org

**6 SUBMIT NOMINATION**

Figure 4 View Entire Nomination screen. The Submit button is circled.

5. Click the **Submit** button (Figure 4). The **Confirm Award Nomination Submission** screen displays (Figure 5).

**CONFIRM | Award Nomination Submission**

▪ You have requested to submit the following nomination to the Medal of Science Committee for review. If you are satisfied with the nomination, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

The information on this nomination is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.

**Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose at [mmontros@nsf.gov](mailto:mmontros@nsf.gov).**



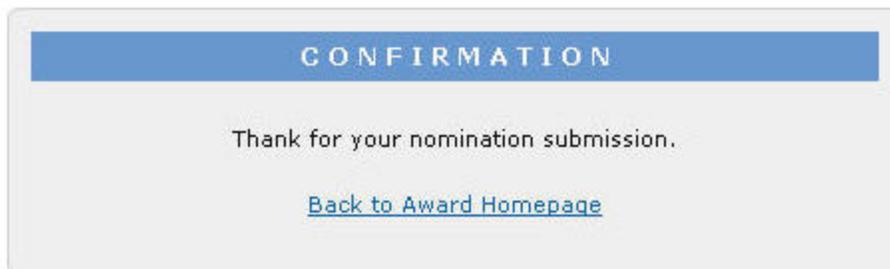
**VIEW | Entire Nomination for Jennifer Smith**

**1 NOMINEE INFORMATION**

**Name:** Jennifer Smith  
**Address:** 1409 N. Front St.  
 Arlington, VA 22013  
 US

**Figure 5 Confirm Award Nomination Submission screen. The Confirm button is circled.**

6. Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6) with the message that the nomination has been submitted.



**Figure 6 Confirmation screen.**

7. Click **Back to Award Homepage** (Figure 6). The **National Medal of Science** screen displays (Figure 7) with the nomination listed with the status of Submitted.

**National Medal of Science** | [MAIN](#) ▶

[Prepare A New Nomination](#)   [Prepare A New Reference](#)

 **The National Medal of Science** is the Nation's highest honor for scientists and engineers, and is presented annually by the President of the United States. It was established by the 86th Congress in 1959 as a Presidential Award to be given to individuals "deserving of special recognition by reason of their outstanding contributions to knowledge in the physical, biological, mathematical, or engineering sciences." In 1980 Congress expanded this recognition to include the social and behavioral sciences. The Committee of 12 scientists and engineers is appointed by the President to evaluate the nominees for this Award.

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[Why this information is being requested.](#) *(This link will open a new browser window)*

The nomination period will be closed on **Saturday, June 30, 2007 11:59 PM.**

**Work In Progress**

<u>Nominee Name</u>	<u>Type</u>	<u>Date Created</u>	<u>Status</u>	
Jennifer Smith	Nomination	May 17, 2007	In Progress	<a href="#">View Reference Status</a>

**Figure 7 National Medal of Science screen with the nomination now listed with the status of Submitted.**

## View an Entire Nomination for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).

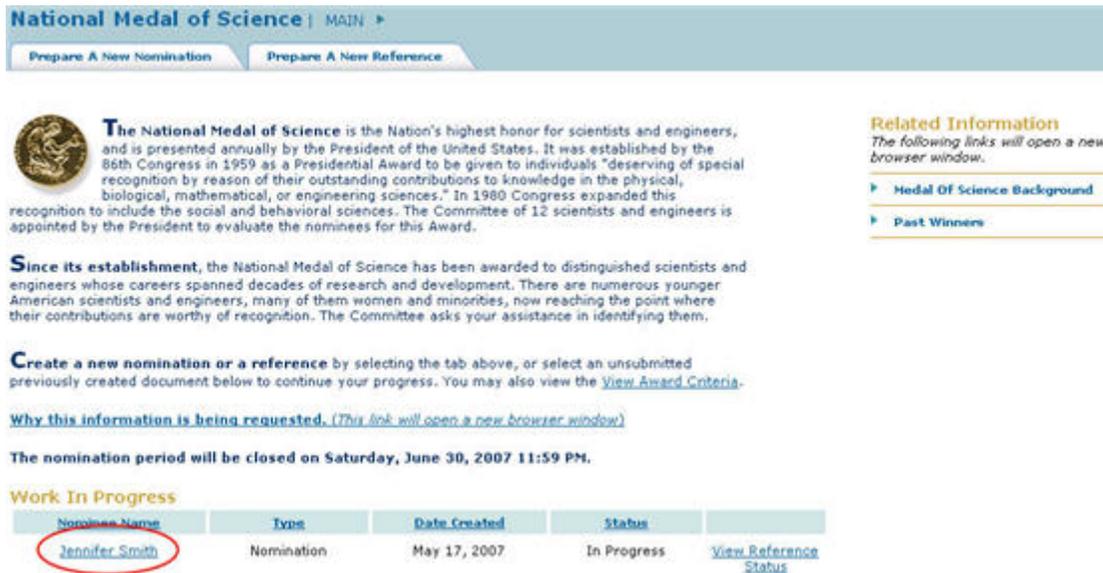
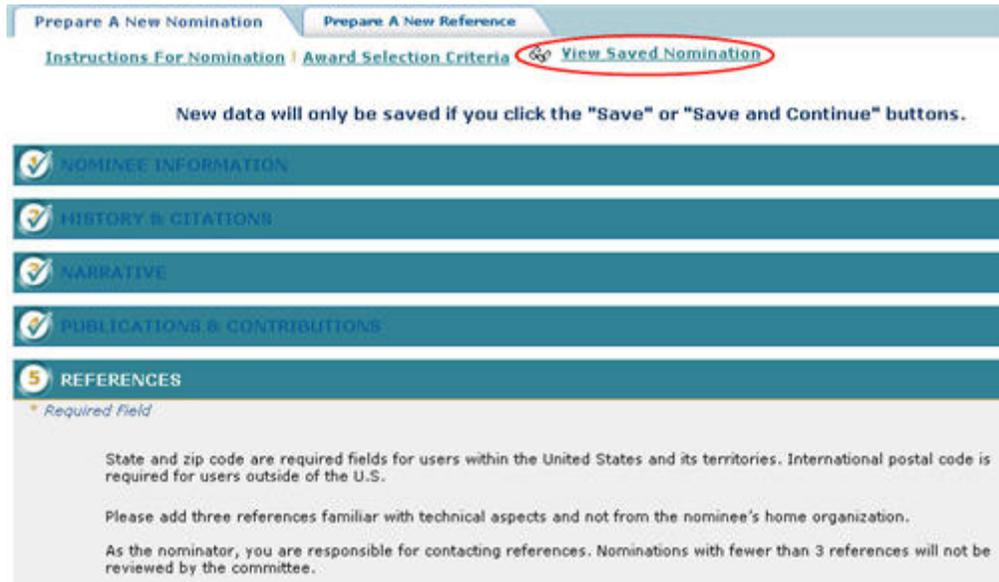


Figure 2 National Medal of Science screen. The link to the saved Nomination is circled.

3. Click the nomination title (Figure 2). The **Nomination Form** screen displays (Figure 3).



**Figure 3 Nomination Form screen. The View Saved Nomination link is circled.**

4. Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 4). You can edit from this screen also by clicking the **Edit** button for any section.

VIEW | Entire Nomination for Jennifer Smith

1 **NOMINEE INFORMATION** [Edit](#)

**Contact Name:** Jennifer Smith  
**Address:** 1409 N. Front St.  
 Arlington, VA 22013  
 United States  
**Email:**  
**Phone:** 5551231234  
**Major Discipline:** Chemistry  
**Organization:** NSF  
**Year of Birth:** 1962  
**Citizenship:** U. S. Citizen  
**Place Of Birth:** Harrisburg, PA

2 **HISTORY & CITATIONS** [Edit](#)

**Education:**

- Bachelor of Science, Neuro Science, Boston University, 1980  
 Major Discipline: Biological Sciences
- Master of Science, Neuro Science, Harvard University, 1986  
 Major Discipline: Biological Sciences
- Doctor of Science, Neurology, Princeton University, 1995  
 Major Discipline: Biological Sciences

**Positions Held:** Type any positions held by the nominee in this box

**Honors:** Type any honors, awards, or fellowships held by the nominee in this box

**Proposed Citation:** Type a few sentences to describe the nominee's research

3 **NARRATIVE** [Edit](#)

Type a narrative statement describing the nominee's qualifications here.

4 **PUBLICATIONS & CONTRIBUTIONS** [Edit](#)

1. Type a publication here
2. Type a publication here

5 **REFERENCES** [Edit](#)

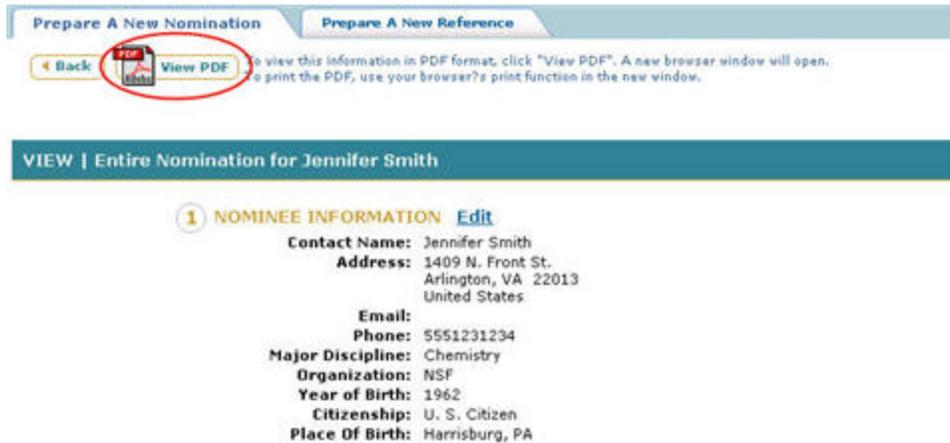
**Name:** Robert Smith  
**Organization:** NSF  
**Email:** test2@test.org  
**Name:** Julia Jackson  
**Organization:** NSF  
**Email:** test3@test.org  
**Name:** William Bill  
**Organization:** NSF  
**Email:** test4@test.org

6 **SUBMIT NOMINATION**

Figure 4 View Entire Nomination screen.

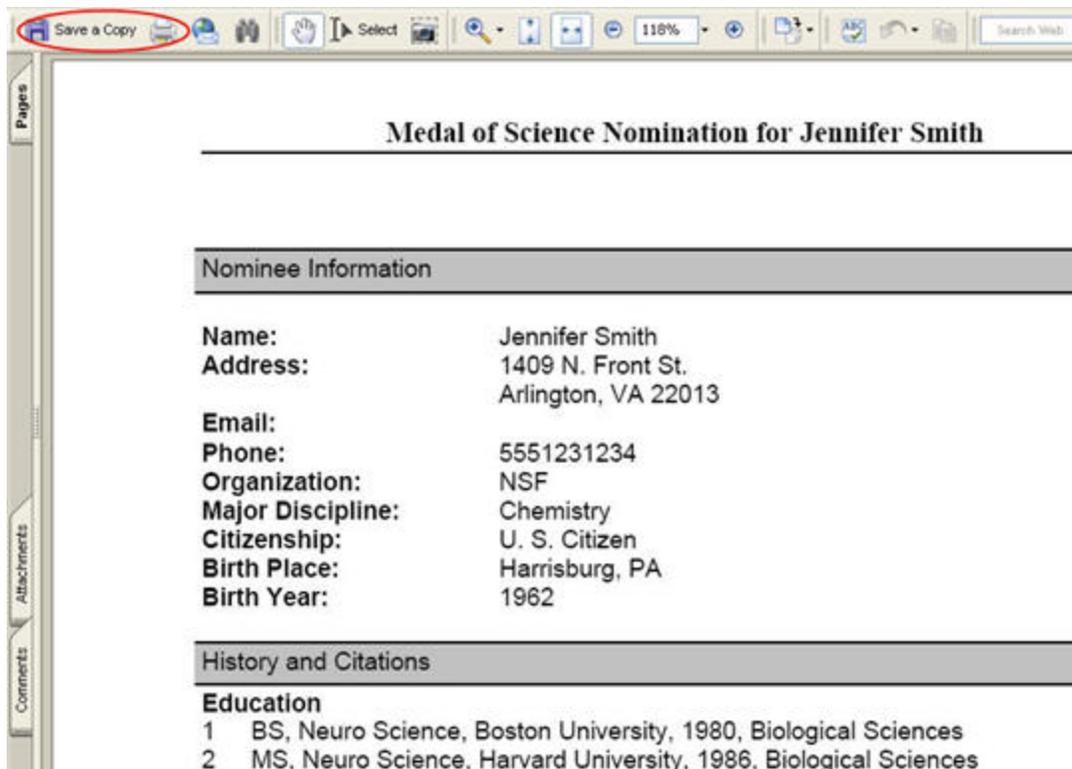
## View a Nomination in PDF for the National Medal of Science

1. Access the **View Entire Nomination** screen (Figure 1) (see [View Entire Nomination](#)).



**Figure 1 View Entire Nomination screen. The View PDF link is circled.**

2. On the **View Entire Nomination** screen (Figure 1), click **View PDF**. The Nomination displays in PDF format in a new window (Figure 2).

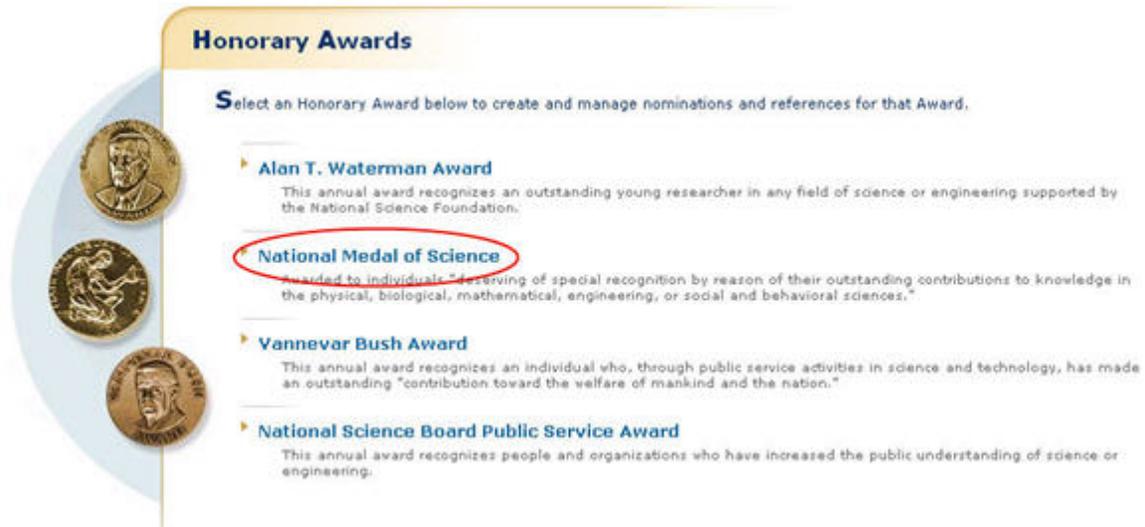


**Figure 2 Nomination in PDF format in a new window. The Save and Print icons are circled.**

3. Click the **Save** icon (Figure 2) to save the nomination to your computer.
4. Click the **Print** icon (Figure 2) to print the nomination.

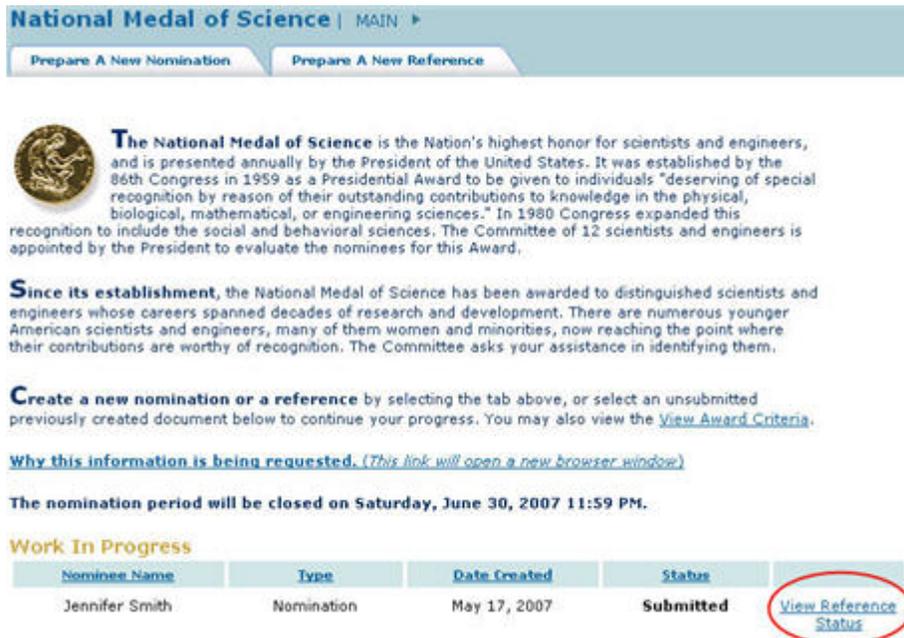
## View the Status of a Reference for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



**Figure 1** Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).



**Figure 2 National Medal of Science screen. The View Reference Status link is circled.**

3. Click **View Reference Status** (Figure 2). The **View Reference Status List** screen displays (Figure 3) with the references listed with their status as Received or Not yet Received.

**View Reference Status List**

This table shows you the statuses of the references written by your nomination's suggested references. You may click on the column headings to sort the data.

<a href="#">Referrer Name</a>	<a href="#">Status</a>	<a href="#">Creation Date</a>
Robert Smith	Not yet received	
Julia Jackson	Not yet received	
William Bill	Not yet received	

**Figure 3 View Reference Letter Status List screen.**

## **Letter of Reference for National Medal of Science**

### **Prepare a Reference for a Nominee for the National Medal of Science**

In preparing and submitting a Reference for a nominee for the National Medal of Science, you can conduct the following activities:

- Complete the Reference Form
- Submit a reference
- Save a reference
- Edit a saved reference
- View the entire reference
- View the reference in PDF
- Submit a saved reference

## Complete the Reference Form for the National Medal of Science

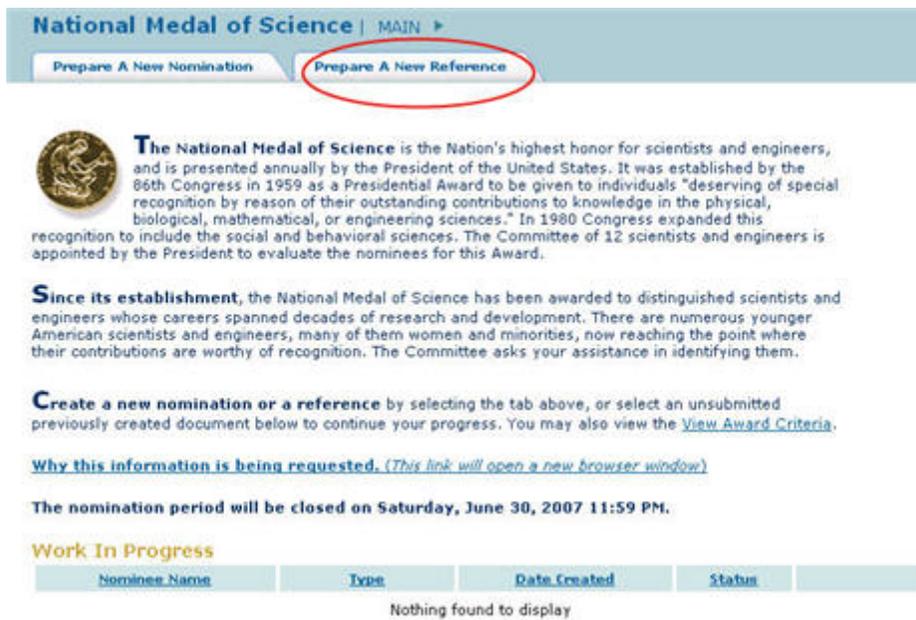
To prepare a reference for the National Medal of Science, you must first register for Honorary Awards. See [Register for Honorary Awards](#).

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



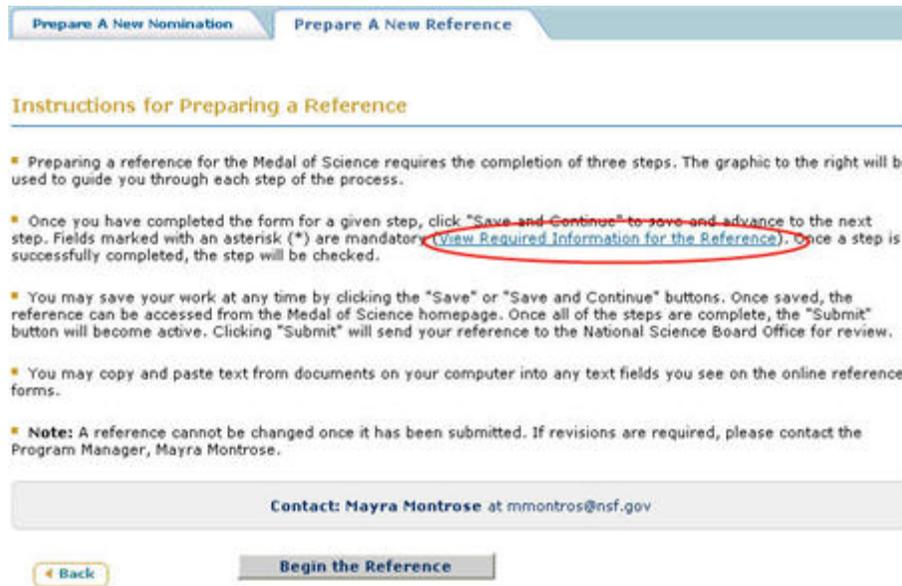
Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays.



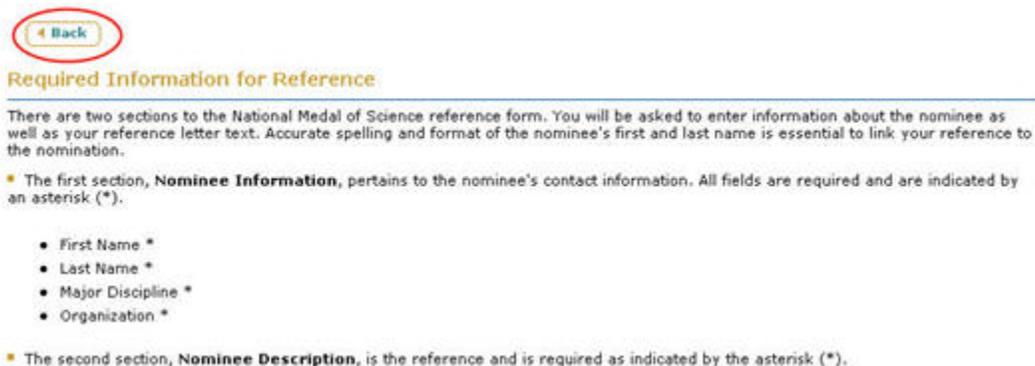
**Figure 2 National Medal of Science screen. The Prepare a New Reference tab is circled.**

3. Click the **Prepare a New Reference** tab (Figure 2). The **Instructions for Preparing a Reference** screen displays (Figure 3).



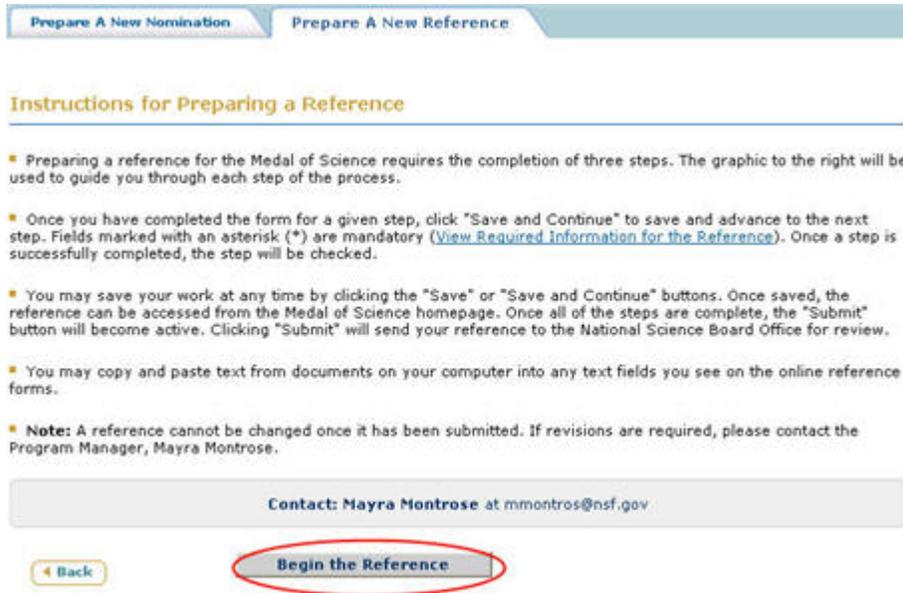
**Figure 3 Instructions for Preparing a Reference screen. The View Required Information for the Reference link is circled.**

4. To see the form requirements, click **View Required Information for the Reference** (Figure 3). The **Required Information for Reference** screen displays (Figure 4) with a listing of all the components of the reference.



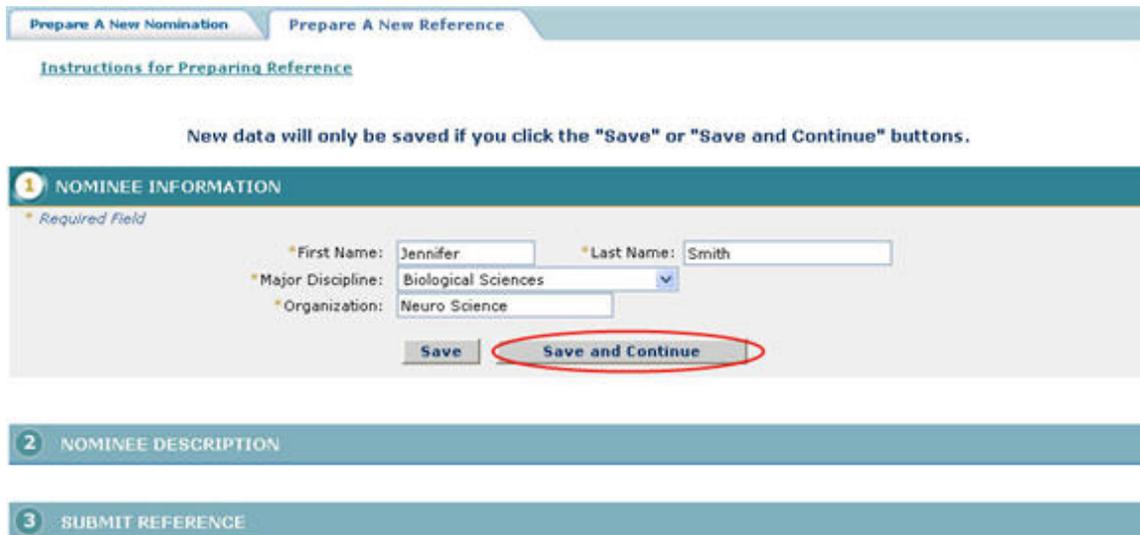
**Figure 4 Required Information for Reference screen. The Back button is circled.**

5. Click the **Back** button (Figure 4). The **Instructions for Preparing a Reference** screen displays (Figure 5).



**Figure 5** Instructions for Preparing a Reference screen. The **Begin the Reference** link is circled.

- Click the **Begin the Reference** button (Figure 5). The **Reference Form** screen displays (Figure 6) with the **Nominee Information** section open.



**Figure 6** Reference Form screen with the **Nominee Information** section open. The **Save and Continue** button is circled.

- Enter the required information in the appropriate boxes (Figure 6):
  - First name
  - Last name
  - Major discipline
  - Organization
- Click the **Save and Continue** button (Figure 6). The **Reference Form** screen displays (Figure 7) with the **Nominee Description** section open.

The screenshot shows a web interface for preparing a reference. At the top, there are two tabs: 'Prepare A New Nomination' and 'Prepare A New Reference'. Below the tabs are links for 'Instructions for Preparing Reference' and 'View Saved Reference'. A message states: 'New data will only be saved if you click the "Save" or "Save and Continue" buttons.' The main content area is divided into three sections: '1. NOMINEE INFORMATION' (checked), '2. NOMINEE DESCRIPTION' (active), and '3. SUBMIT REFERENCE'. The 'NOMINEE DESCRIPTION' section is marked as a 'Required Field' and contains a text box for the reference letter. The text box is empty and has a placeholder text: 'Type or cut and paste text of reference letter here.' Below the text box are two buttons: 'Save' and 'Save and Continue'. The 'Save and Continue' button is circled in red.

**Figure 7 Reference screen with the Nominee Description section open. The Save and Continue button is circled.**

9. In the text box (Figure 7), type or copy and paste your reference letter.

You have now completed the Reference form. You have these options:

- Save the reference to edit it or submit it later
- Submit the reference

## Submit a Reference for the National Medal of Science

1. Access the **Reference Form** screen (Figure 1) with the **Submit Reference Letter** section open (see [Complete the Reference Form](#)).

Prepare A New Nomination | Prepare A New Reference

[Instructions for Preparing Reference](#) | [View Saved Reference](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1 NOMINEE INFORMATION

2 NOMINEE DESCRIPTION

**3 SUBMIT REFERENCE**

You have completed all of the steps necessary to submit this reference. If you are ready to submit, you may click "Submit". If you would like to continue editing the reference, you may navigate to any of the steps by clicking on the banner links.

**Submit**

**Figure 1 Reference screen. The Submit button is circled.**

2. On the **Reference Form** screen (Figure 1), click the **Submit** button. The **Confirm Award Reference Submission** screen displays (Figure 2).

**CONFIRM | Award Reference Submission**

\* You have requested to submit the following reference to the Medal of Science Committee for review. If you are satisfied with the reference, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

The information on this reference is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.

Note: A reference cannot be changed once it has been submitted. If revisions are required, please contact the Program Manager, Mayra Montrose at [mmontros@nsf.gov](mailto:mmontros@nsf.gov).

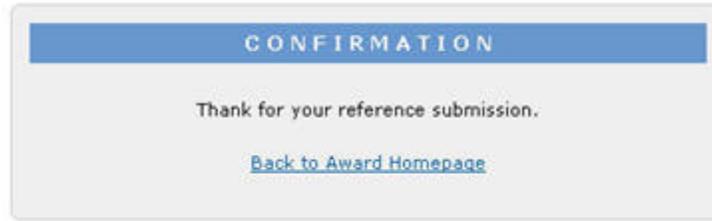
**Confirm** **Cancel**

**VIEW | Entire Reference for Jennifer Smith**

<p><b>1 NOMINEE INFORMATION</b></p> <p><b>Name:</b> Jennifer Smith  <b>Organization:</b> Neuro Science  <b>Major Discipline:</b> Biological Sciences</p>	<p><b>REFERENCE INFORMATION</b></p> <p><b>Name:</b> Lynne Madison  <b>Address:</b> 1409 N. Front St.                  Harrisburg, PA 17101  <b>Email:</b> test@test.org  <b>Phone:</b> 1231231234  <b>Fax:</b>  <b>Organization:</b> NSF</p>
<p><b>2 NOMINEE DESCRIPTION</b></p>	

**Figure 2 Confirm Award Reference Submission screen. The Confirm button is circled.**

3. Click the **Confirm** button (Figure 2). The **Confirmation** screen displays (Figure 3).



**Figure 3 Confirmation screen.**

4. Click the **Back to Award Homepage** (Figure 3). The **National Medal of Science** screen displays (Figure 4) with the Reference listed with the status of **Submitted**.

Prepare A New Nomination
Prepare A New Reference



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**Create a new nomination or a reference** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#) *(This link will open a new browser window)*

**The nomination period will be closed on Saturday, June 30, 2007 11:59 PM.**

**Work In Progress**

Nominee Name	Type	Date Created	Status	
Jennifer Smith	Nomination	May 17, 2007	<b>Submitted</b>	<a href="#">View Reference Status</a>
<a href="#">Jennifer Smith</a>	Nomination	May 22, 2007	In Progress	<a href="#">View Reference Status</a>
Jennifer Smith	Reference	May 17, 2007	<b>Submitted</b>	

**Figure 4 National Medal of Science screen with the Reference listed with the status of Submitted.**

## Edit a Saved Reference for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



**Figure 1 Honorary Awards screen. The National Medal of Science link is circled.**

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2) with the reference listed in the **Work in Progress** section.

**Prepare A New Nomination**    **Prepare A New Reference**

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**Why this information is being requested.** *(This link will open a new browser window)*

**The nomination period will be closed on Saturday, June 30, 2007 11:59 PM.**

**Work In Progress**

Nominee Name	Type	Date Created	Status	
Jennifer Smith	Nomination	May 17, 2007	Submitted	<a href="#">View Reference Status</a>
<a href="#">Jennifer Smith</a>	Nomination	May 22, 2007	In Progress	<a href="#">View Reference Status</a>
Jennifer Smith	Reference	May 17, 2007	Submitted	
<a href="#">Jennifer Smith</a>	Reference	May 21, 2007	In Progress	

**Figure 2 National Medal of Science screen. The reference title link is circled.**

- Click the title of the reference (Figure 2). The **Reference Form** screen displays (Figure 3). On this screen, you can edit any section by clicking on the section title and then clicking the **Save and Continue** button or **Save** button (see [Complete the Reference Form](#), Step 7 through Step 9, for instructions on completing the form).

**Prepare A New Nomination**    **Prepare A New Reference**

[Instructions for Preparing Reference](#)

**New data will only be saved if you click the "Save" or "Save and Continue" buttons.**

**1 NOMINEE INFORMATION**

\* Required Field

\* First Name:     \* Last Name:

\* Major Discipline:  ▼

\* Organization:

**2 NOMINEE DESCRIPTION**

**3 SUBMIT REFERENCE**

**Figure 3 Reference Form screen.**

## Save a Reference for the National Medal of Science

After you have completed at least the first section of a reference, you can save it for future work.

1. Access the **Reference Form** screen (Figure 1) and complete at least the first section of the reference (see Complete the Reference Form).

The screenshot displays a web interface for preparing a reference. At the top, there are two tabs: 'Prepare A New Nomination' and 'Prepare A New Reference', with the latter being active. Below the tabs are two links: 'Instructions for Preparing Reference' and 'View Saved Reference'. A message states: 'New data will only be saved if you click the "Save" or "Save and Continue" buttons.' The main content area is divided into three sections: '1 NOMINEE INFORMATION', '2 NOMINEE DESCRIPTION', and '3 SUBMIT REFERENCE'. The '2 NOMINEE DESCRIPTION' section is currently active and contains a text area for the reference letter. The text area is labeled 'Reference Letter Text' and has a note: 'Please enter the text of your reference letter. Text length should be limited to two pages.' Below the text area, there is a 'Save' button circled in red and a 'Save and Continue' button.

Figure 1 Reference Form screen. The Save button is circled.

- On the **Reference Form** screen (Figure 1), click the **Save** button. The reference is now listed on the **National Medal of Science** screen (Figure 2) with the status of **In Progress**.

**Prepare A New Nomination**    **Prepare A New Reference**

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[Why this information is being requested.](#) *(This link will open a new browser window)*

The nomination period will be closed on **Saturday, June 30, 2007 11:59 PM.**

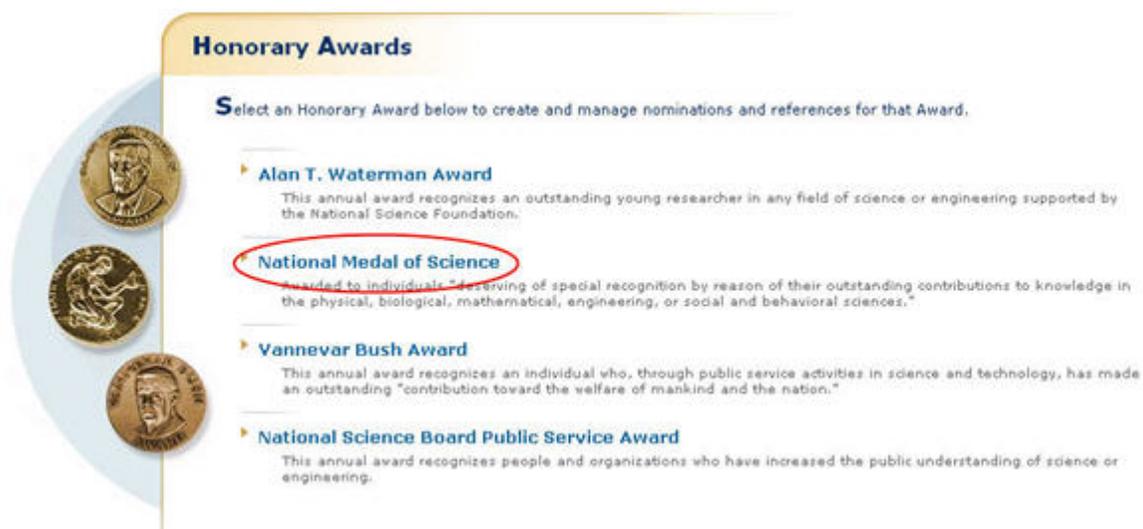
**Work In Progress**

Nominee Name	Type	Date Created	Status	
Jennifer Smith	Nomination	May 17, 2007	<b>Submitted</b>	<a href="#">View Reference Status</a>
<a href="#">Jennifer Smith</a>	Nomination	May 22, 2007	In Progress	<a href="#">View Reference Status</a>
Jennifer Smith	Reference	May 17, 2007	<b>Submitted</b>	
<a href="#">Jennifer Smith</a>	Reference	May 21, 2007	<b>In Progress</b>	

**Figure 2 National Medal of Science screen. The reference is now listed with the status of In Progress.**

## Submit a Saved Reference for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



**Figure 1 Honorary Awards screen. The National Medal of Science link is circled.**

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2) with the reference listed in the **Work in Progress** section.

**Prepare A New Nomination**    **Prepare A New Reference**

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**Create a new nomination or a reference** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

**Why this information is being requested.** *(This link will open a new browser window)*

**The nomination period will be closed on Saturday, June 30, 2007 11:59 PM.**

**Work In Progress**

Nominee Name	Type	Date Created	Status	
Jennifer Smith	Nomination	May 17, 2007	Submitted	<a href="#">View Reference Status</a>
<a href="#">Jennifer Smith</a>	Nomination	May 22, 2007	In Progress	<a href="#">View Reference Status</a>
Jennifer Smith	Reference	May 17, 2007	Submitted	
<a href="#">Jennifer Smith</a>	Reference	May 21, 2007	In Progress	

**Figure 2 National Medal of Science button. The Reference title link is circled.**

3. Click the title of the reference (Figure 2). The **Reference Form** screen displays (Figure 3).

**Prepare A New Nomination**    **Prepare A New Reference**

[Instructions for Preparing Reference](#)    [View Saved Reference](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1** NOMINEE INFORMATION

**2** NOMINEE DESCRIPTION

**3** SUBMIT REFERENCE

You have completed all of the steps necessary to submit this reference. If you are ready to submit, you may click 'Submit'. If you would like to continue editing the reference, you may navigate to any of the steps by clicking on the banner links.

**Submit**

**Figure 3 Reference Form screen. The View Saved Reference link is circled.**

4. Click **View Saved Reference** (Figure 3). The **View Entire Reference** screen displays (Figure 4).



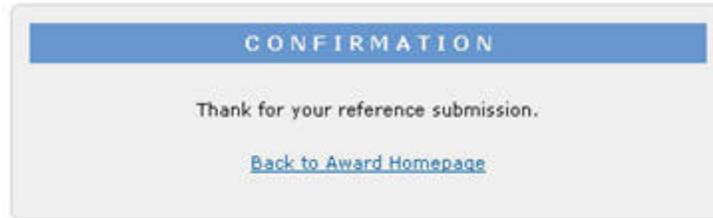
Figure 4 View Entire Reference Screen. The Submit button is circled.

5. Click the **Submit** button (Figure 4). The **Confirm Award Reference Submission** screen displays (Figure 5).



Figure 5 Confirm Award Reference Submission screen. The Confirm button is circled.

6. Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6).



**Figure 6 Confirmation screen.**

- Click **Back to Award Homepage** (Figure 6). The **National Medal of Science** screen displays (Figure 7) with the reference listed with the status of Submitted.

Prepare A New Nomination
Prepare A New Reference



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**Work In Progress**

Nominee Name	Type	Date Created	Status	
Jennifer Smith	Nomination	May 17, 2007	<b>Submitted</b>	<a href="#">View Reference Status</a>
<a href="#">Jennifer Smith</a>	Nomination	May 22, 2007	In Progress	<a href="#">View Reference Status</a>
Jennifer Smith	Reference	May 17, 2007	<b>Submitted</b>	

**Figure 7 National Medal of Science screen with the reference listed with the status of Submitted.**

## View the Entire Reference for the National Medal of Science

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Medal of Science link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Medal of Science**. The **National Medal of Science** screen displays (Figure 2).

Prepare A New Nomination
Prepare A New Reference

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**Create a new nomination or a reference** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#) *(This link will open a new browser window)*

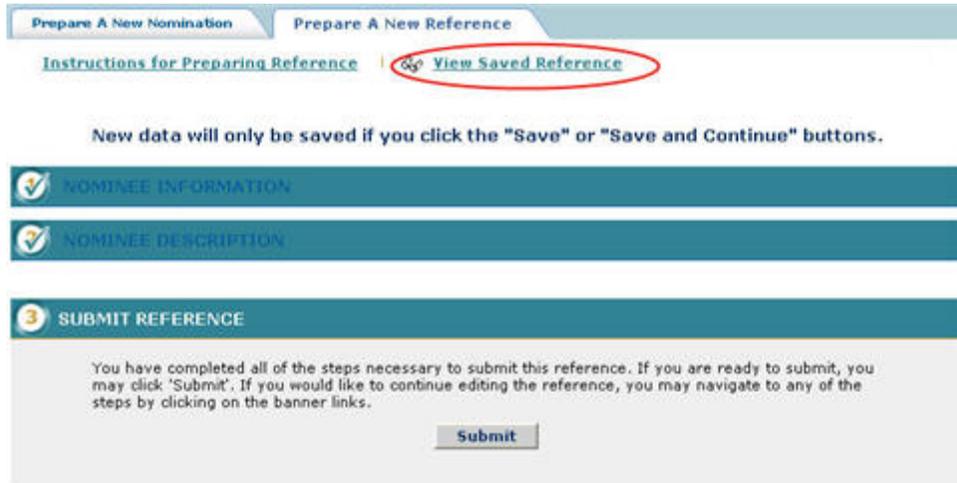
**The nomination period will be closed on Saturday, June 30, 2007 11:59 PM.**

**Work In Progress**

Nominee Name	Type	Date Created	Status	
Jennifer Smith	Nomination	May 17, 2007	Submitted	<a href="#">View Reference Status</a>
<a href="#">Jennifer Smith</a>	Nomination	May 22, 2007	In Progress	<a href="#">View Reference Status</a>
Jennifer Smith	Reference	May 17, 2007	Submitted	
<a href="#">Jennifer Smith</a>	Reference	May 21, 2007	In Progress	

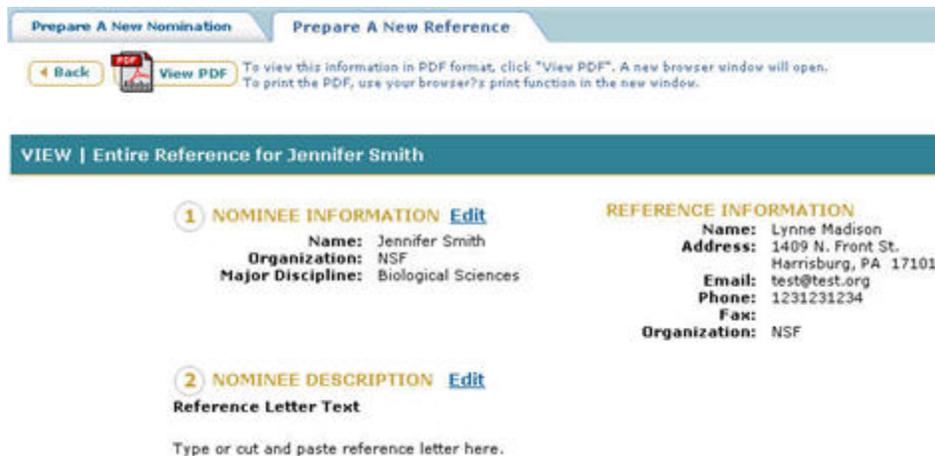
**Figure 2 National Medal of Science screen. The reference title link is circled.**

3. Click the title of the reference (Figure 2). The **Reference Form** screen displays (Figure 3).



**Figure 3 Reference Form screen. The View Saved Reference link is circled.**

4. Click **View Saved Reference** (Figure 3). The **View Entire Reference** screen displays with the text you have entered (Figure 4).



**Figure 4 View Entire Reference screen.**

## View the Reference in PDF for the National Medal of Science

1. Access the **View Entire Reference** screen (Figure 1) (see [View Entire Reference](#)).



Figure 1 Reference screen. The View PDF link is circled.

2. On the **View Entire Reference** screen (Figure 1), click **View PDF**. The reference displays in PDF format in a new window (Figure 2).

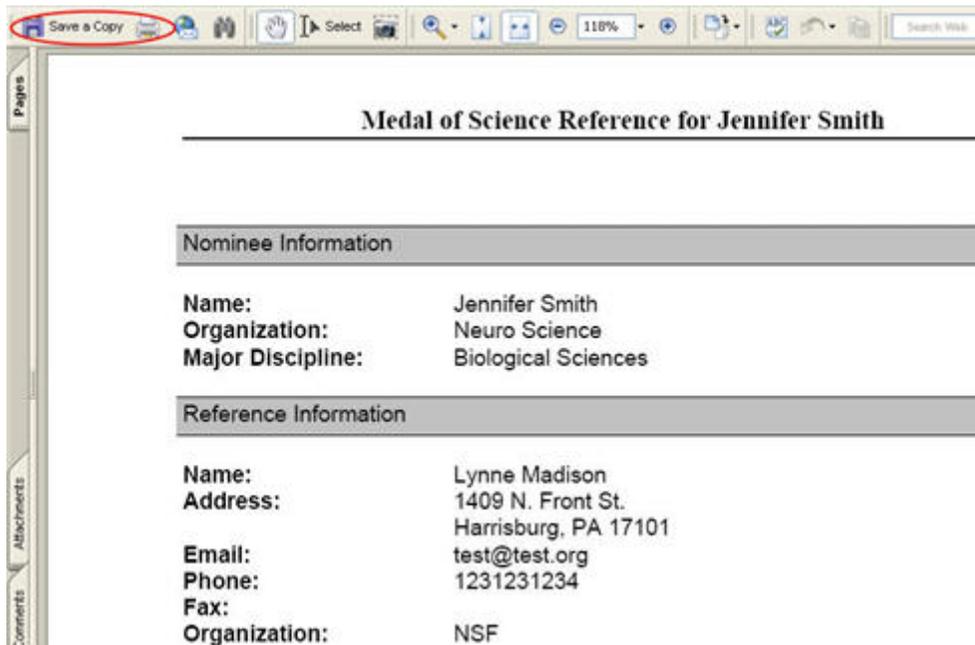


Figure 2 Reference in PDF format.

## Vannevar Bush Award

### Vannevar Bush Award Introduction

The Vannevar Bush Award is given annually in recognition of an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."

You have the following options in preparing a Vannevar Bush Award:

- [View the award criteria](#)
- [Find background information on the award](#)
- [Get the listing of the award's past winners](#)
- [Prepare a nomination for the award](#)

If you have been designated as a reference for a nominee for the Vannevar Bush Award, see [Prepare a Bush Reference](#).

## View Award Criteria for Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).

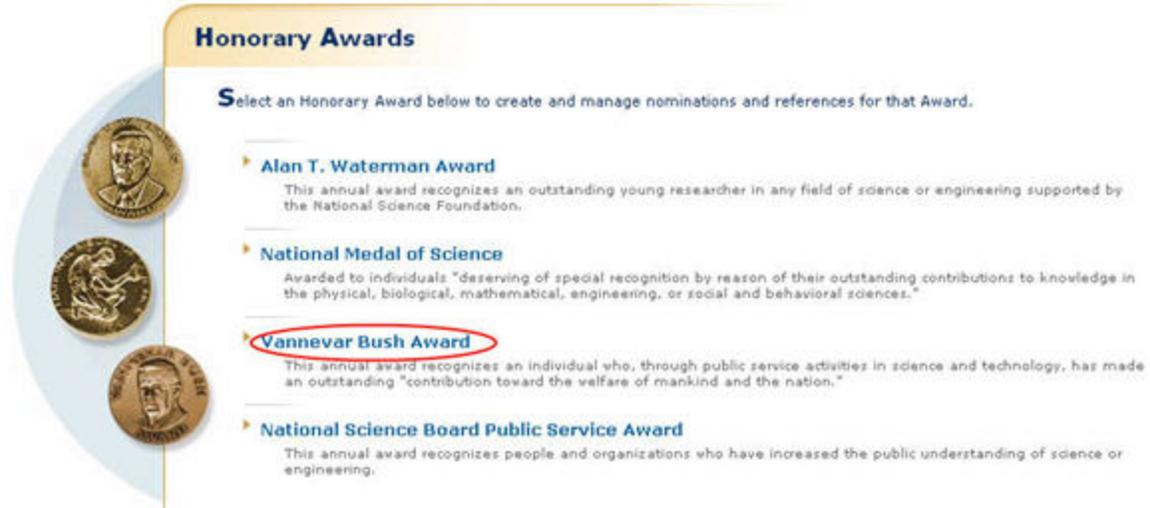


Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2).

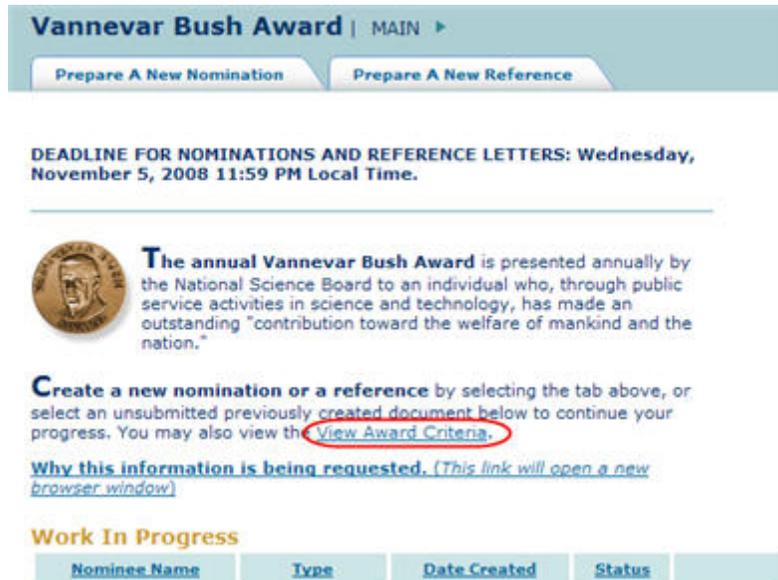


Figure 2 Vannevar Bush Award screen. The View Award Criteria link is circled.

3. Click **View Award Criteria** (Figure 2). The **Award Selection Criteria** screen displays (Figure 3) with the formal criteria for the award.

**DEADLINE FOR NOMINATIONS AND REFERENCE LETTERS: Wednesday, November 5, 2008 11:59 PM Local Time.**

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### **Award Selection Criteria**

---

- The nominee must be a senior statesperson who is an American citizen and who meets two or more of the following criteria:
  - a. who has distinguished him/herself through public service activities in science and technology;
  - b. who has pioneered the exploration, charting, and settlement of new frontiers in science, technology, education, and public service.
  - c. whose leadership and creativity have inspired others to distinguished careers in science and technology;
  - d. who has contributed to the welfare of the Nation and mankind through activities in science and technology;
  - e. whose leadership and creativity have helped mold the history of advancements in the Nation's science, technology, and education.
- **All nominations must be in conformance with the eligibility requirements stated above.**

[← Back](#)

[Begin Nomination](#)

**Figure 3 Award Selection Criteria screen.**

## Find Background Information on Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).

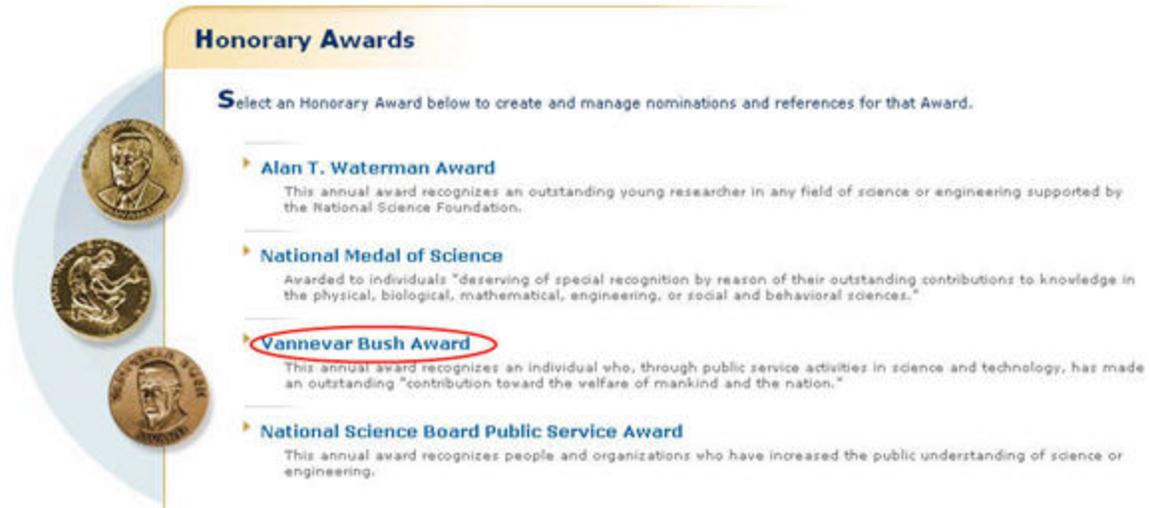


Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2).

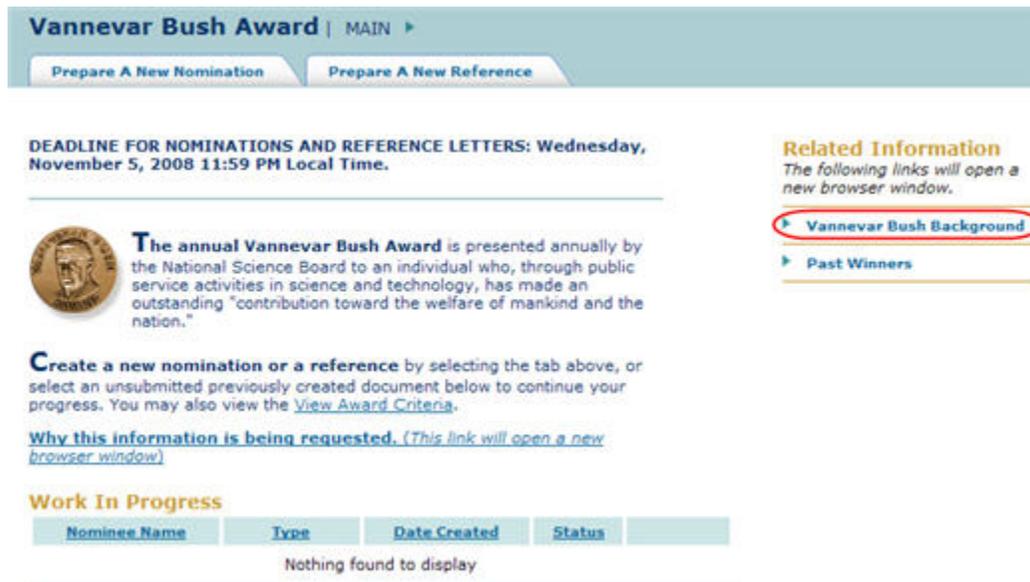
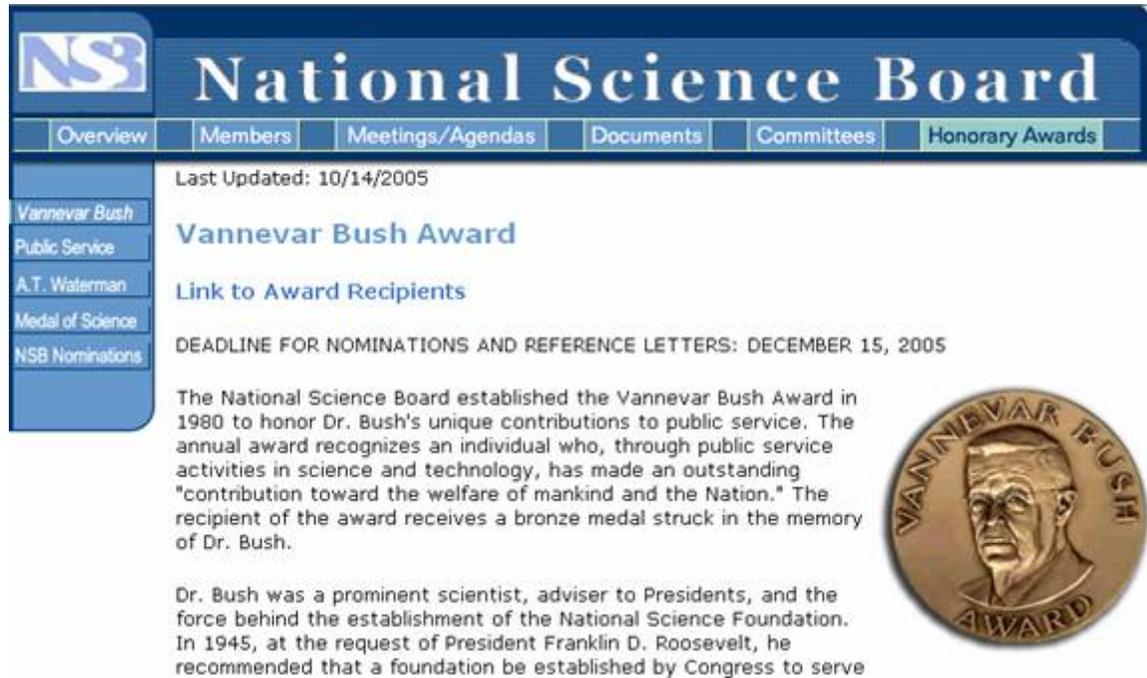


Figure 2 Vannevar Bush Award screen. The Vannevar Bush Background link is circled.

3. Click **Vannevar Bush Background** (Figure 2). The **Vannevar Bush Award** screen displays (Figure 3) in a new window with the background information on the award.



**NSB** National Science Board

Overview Members Meetings/Agendas Documents Committees **Honorary Awards**

Last Updated: 10/14/2005

**Vannevar Bush Award**

[Link to Award Recipients](#)

DEADLINE FOR NOMINATIONS AND REFERENCE LETTERS: DECEMBER 15, 2005

The National Science Board established the Vannevar Bush Award in 1980 to honor Dr. Bush's unique contributions to public service. The annual award recognizes an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the Nation." The recipient of the award receives a bronze medal struck in the memory of Dr. Bush.

Dr. Bush was a prominent scientist, adviser to Presidents, and the force behind the establishment of the National Science Foundation. In 1945, at the request of President Franklin D. Roosevelt, he recommended that a foundation be established by Congress to serve



**Figure 3** Vannevar Bush Award screen.

## Past Winners of the Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).

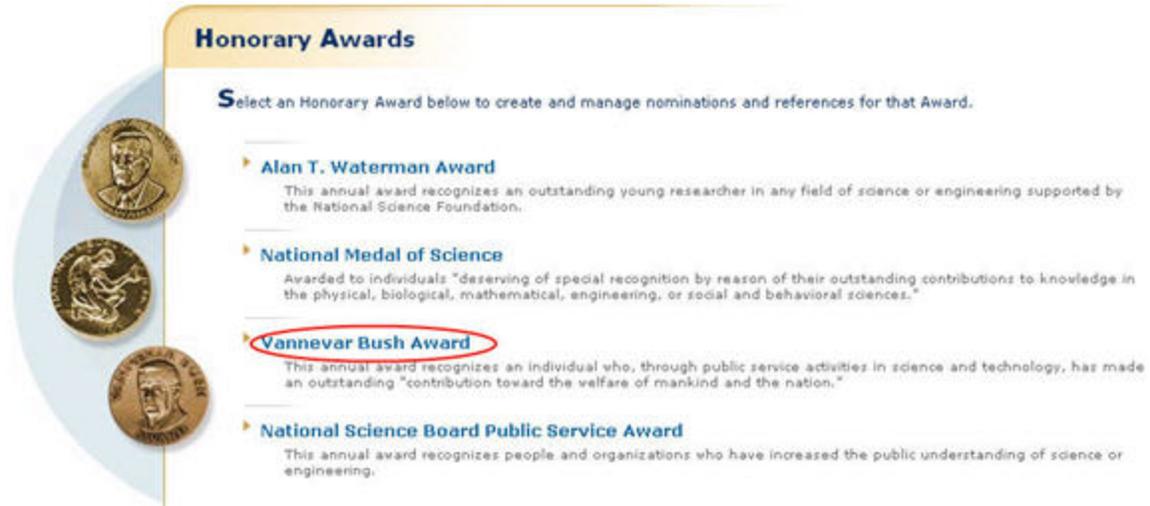


Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2).

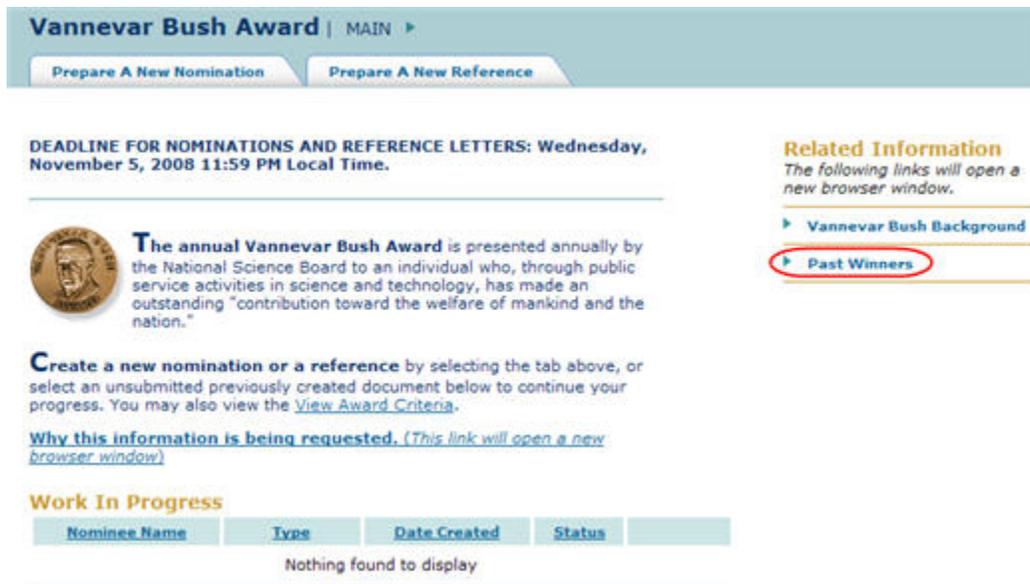


Figure 2 Vannevar Bush Award screen. The Past Winners link is circled.

3. Click **Past Winners** (Figure 2). The **Vannevar Bush Award Recipients** screen displays (Figure 3) in a new window.

**NSB** National Science Board

Overview | Members | Meetings/Agendas | Documents | Committees | **Honorary Awards**

Last Updated: 09/29/2005

**Vannevar Bush Award**

Recipients: 1980-2005

[2005](#) | [2004](#) | [2003](#) | [2002](#) | [2001](#) | [2000](#)  
[1999](#) | [1998](#) | [1997](#) | [1996](#) | [1995](#) | [1994](#) | [1993](#) | [1992](#) | [1991](#) | [1990](#)  
[1989](#) | [1988](#) | [1987](#) | [1986](#) | [1985](#) | [1984](#) | [1983](#) | [1982](#) | [1981](#) | [1980](#)

Note: Institutions listed are those with which the recipients were affiliated at the time of the Award.

---

2005



**Robert W. Galvin**  
Chairman and CEO (Retired),  
Motorola, Inc.

and

**Kenneth M. Ford, Chair,**  
Vannevar Bush Award Committee  
and Member, National Science Board

Figure 3 Vannevar Bush Award Recipients screen.

## Nomination for Vannevar Bush Award

### Prepare a Nomination for the Vannevar Bush Award

In preparing and submitting a nomination for the Vannevar Bush Award, you can conduct the following activities:

- [Complete the Nomination Form](#)
- [Submit a nomination](#)
- [Save a nomination](#)
- [Edit a saved nomination](#)
- [View the entire nomination](#)
- [View the nomination in PDF format](#)
- [Submit a saved nomination](#)
- [View the status of a reference](#)

## Complete the Nomination Form for the Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).

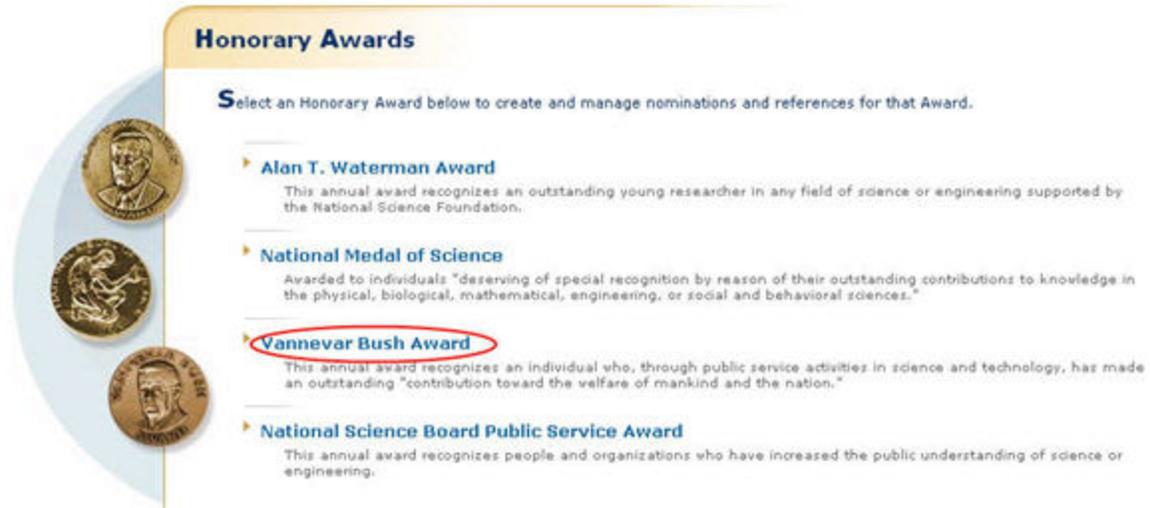


Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2).

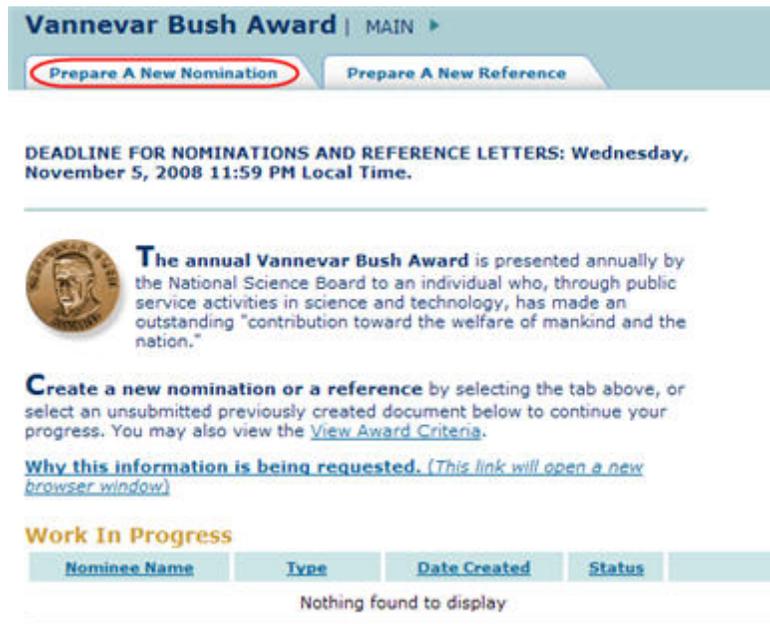


Figure 2 Vannevar Bush Award screen. The Prepare a New Nomination tab is circled.

- Click the **Prepare a Nomination** tab (Figure 2). The **Instructions for Preparing a Nomination** screen displays (Figure 3) with general instructions for completing the nomination.

### Instructions for Preparing a Nomination

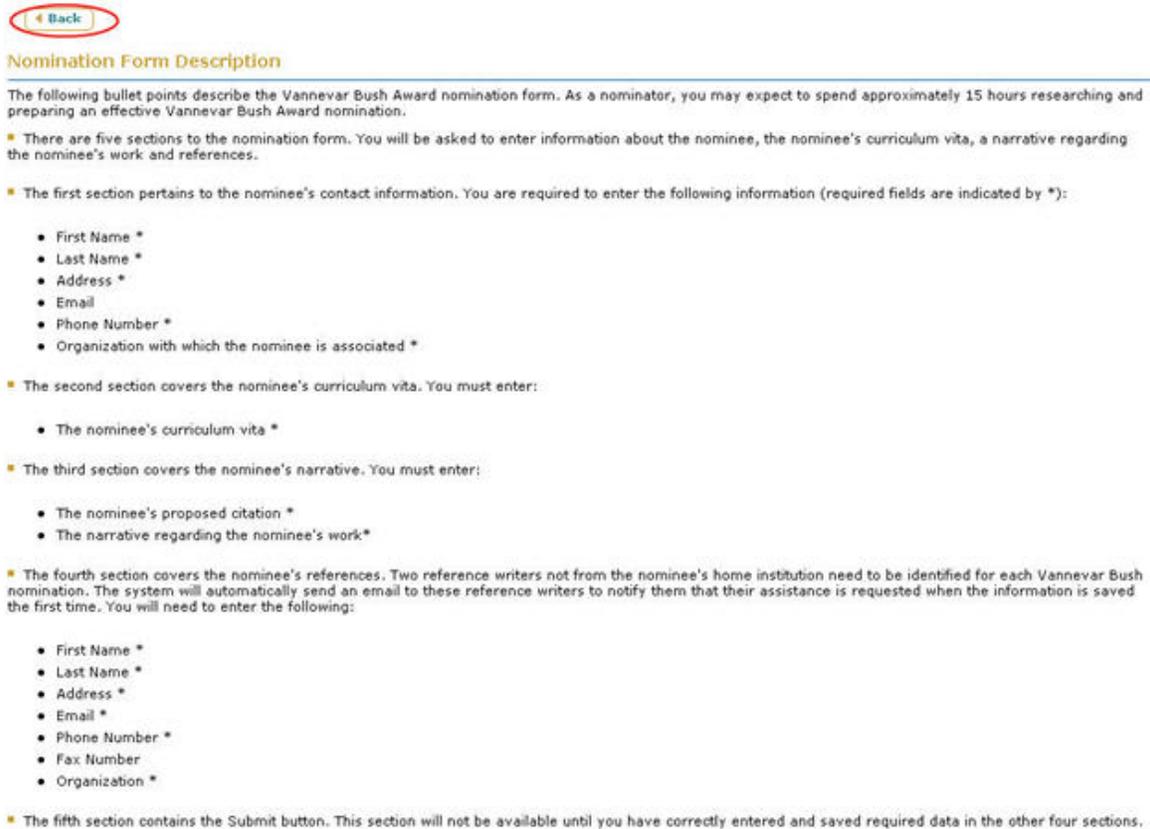
---

To proceed to the nomination entry form, you must first familiarize yourself with the award criteria by clicking the 'view award criteria' button at the bottom of the page. You may also find it useful to review nomination information requirements ([View Nomination Form Description](#)) before proceeding.

- There are four steps in the nomination creation process for the Vannevar Bush Award. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step of the nomination. Fields marked with an asterisk (\*) are mandatory. Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the nomination can be accessed from the Vannevar Bush Award homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your nomination to the Vannevar Bush Award Committee Manager for review.
- You may copy and paste unformatted text from documents on your computer into any text fields you see on the online nomination forms. Please note that copying text from word processing applications such as Microsoft Word may insert characters that are not recognized by standard HTML character sets. To convert a document into ASCII text, you may specify the "text only" option when saving your document.
- As a nominator, you are responsible for ensuring that your references submit their information in a timely fashion. Please inform your references of the exact spelling of your nominee's name and the designated discipline. This will allow the system to automatically link the references to the nomination.
- Nominations deemed acceptable by the award officers may be carried over for a period of three years, including the year of nomination. After that time, it is possible to renominate the candidate for later consideration, if he or she is still eligible.
- **Note:** A nomination cannot be changed once it has been submitted. If revisions are required, please contact Honorary Awards Specialist, Jennifer Richards.

**Figure 3** Instructions for Preparing a Nomination screen. The **View Nomination Form Description** link is circled.

- To see the form requirements, click **View Nomination Form Description** (Figure 3). The **Nomination Form Description** screen displays (Figure 4) with a listing of all the components of the Nomination Form.



**Figure 4** Nomination Form Description screen. The Back button is circled.

- Click the **Back** button (Figure 4). The **Instructions for Preparing a Nomination** screen displays (Figure 5).

Prepare A New Nomination
Prepare A New Reference

### Instructions for Preparing a Nomination

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To proceed to the nomination entry form, you must first familiarize yourself with the award criteria by clicking the "view award criteria" button at the bottom of the page. You may also find it useful to review nomination information requirements ([View Nomination Form Description](#)) before proceeding.

- There are four steps in the nomination creation process for the Vannevar Bush Award. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step of the nomination. Fields marked with an asterisk (\*) are mandatory. Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the nomination can be accessed from the Vannevar Bush Award homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your nomination to the Vannevar Bush Award Committee Manager for review.
- You may copy and paste unformatted text from documents on your computer into any text fields you see on the online nomination forms. Please note that copying text from word processing applications such as Microsoft Word may insert characters that are not recognized by standard HTML character sets. To convert a document into ASCII text, you may specify the "text only" option when saving your document.
- As a nominator, you are responsible for ensuring that your references submit their information in a timely fashion. Please inform your references of the exact spelling of your nominee's name and the designated discipline. This will allow the system to automatically link the references to the nomination.
- Nominations deemed acceptable by the award officers may be carried over for a period of three years, including the year of nomination. After that time, it is possible to renominate the candidate for later consideration, if he or she is still eligible.
- **Note:** A nomination cannot be changed once it has been submitted. If revisions are required, please contact Honorary Awards Specialist, Jennifer Richards.

**Contact: Jennifer Richards** at [jrichar@nsf.gov](mailto:jrichar@nsf.gov)

← Back
View Award Criteria

**Figure 5** Instructions for Preparing a Nomination screen. The View Award Criteria button is circled.

6. Click the **View Award Criteria** button (Figure 5). The **Award Selection Criteria** displays (Figure 6).

### Award Selection Criteria

---

- The nominee must be a senior statesperson who is an American citizen and who meets two or more of the following criteria:
  - a. who has distinguished him/herself through public service activities in science and technology;
  - b. who has pioneered the exploration, charting, and settlement of new frontiers in science, technology, education, and public service.
  - c. whose leadership and creativity have inspired others to distinguished careers in science and technology;
  - d. who has contributed to the welfare of the Nation and mankind through activities in science and technology;
  - e. whose leadership and creativity have helped mold the history of advancements in the Nation's science, technology, and education.
- **All nominations must be in conformance with the eligibility requirements stated above.**

← Back
Begin Nomination

**Figure 6 Award Selection Criteria screen. The Begin Nomination button is circled.**

- Click the **Begin Nomination** button (Figure 6). The **Nomination Form** screen displays (Figure 7) with the **Nomination Information** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1
NOMINEE INFORMATION

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name:

\* Last Name:

\* Address:

\* City:  State:

International Postal Code:

\* Country:

Email:

\* Phone Number:  (no dashes or spaces)

\* Organization:

2
CURRICULUM VITA

3
NARRATIVE

4
REFERENCES

5
SUBMIT NOMINATION

**Figure 7 Nominee Information section of the Nomination Form screen. The Save and Continue button is circled.**

- In the **Nomination Information** section (Figure 7), enter the following information about the nominee in the appropriate boxes:
  - First name
  - Last name
  - Address
  - City
  - State
  - Zip Code
  - Country
  - International postal code (optional)
  - Email (optional)
  - Phone number
  - Organization
- Click the **Save and Continue** button (Figure 7). The **Nomination Form** screen displays (Figure 8) with the **Curriculum Vita** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1 NOMINEE INFORMATION

2 CURRICULUM VITA

\* Required Field

**\* Curriculum Vita**  
Please enter the curriculum vita of the nominee for this award. This text can be cut from other documents and pasted in the space below. (Please limit to approximately two pages worth of text).

Please type or cut and paste the nominee's curriculum vita here.

3 NARRATIVE

4 REFERENCES

5 SUBMIT NOMINATION

**Figure 8 Curriculum Vita section of the Nomination Form screen. The Save and Continue button is circled.**

11. In the **Curriculum Vita** section (Figure 8), type or copy and paste the nominee's curriculum vita.
12. Click the **Save and Continue** button (Figure 8). (You can also click the **Save** button to save the form to complete it later.) The **Nomination Form** screen displays (Figure 9) with the **Narrative** section opened.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1 NOMINEE INFORMATION

2 CURRICULUM VITA

3 NARRATIVE

\* Required Field

**Proposed Citation:**  
Limit to 1 to 2 concise sentences describing the nominee's research.

Please type or cut and paste a brief overview of the nominee's research here.

**Narrative**  
Please enter a narrative statement describing the nominee's qualifications for this award. This statement can be cut from other documents and pasted in the space below. (Please limit to approximately two pages worth of text).

Please type or cut and paste an overview of the nominee's qualifications here.

Save and Continue

4 REFERENCES

5 SUBMIT NOMINATION

Figure 9 Narrative section of the Nomination Form screen. The Save and Continue button is circled.

13. In the **Proposed Citation** box (Figure 9), type a description of the nominee's research.
14. In the **Narrative** box (Figure 9), type or copy and paste a narrative statement of the nominee's qualifications for the award.
15. Click the **Save and Continue** button (Figure 9). The **Nomination Form** screen displays (Figure 10) with the **References** section opened.

Prepare A New Nomination | Prepare A New Reference

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1** NOMINEE INFORMATION

**2** CURRICULUM VITA

**3** NARRATIVE

**4** REFERENCES

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

Please add two references familiar with technical aspects and not from the nominee's home organization.

As the nominator, you are responsible for contacting references. All nominations will be considered regardless of receipt of references.

**Note:** The system will automatically send an email to these reference writers to notify them that their assistance is requested when the information is saved the first time.

**Reference 1:**

\* First Name: John      \* Last Name: Doe

\* Address: 499 Tuckerman Lane

\* City: Rockville      State: Maryland      Zip: 20742

International Postal Code:

\* Country: United States

\* Email: test9@test.org

\* Phone Number: 1111111111 (no dashes or spaces)

\* Fax Number: (no dashes or spaces)

\* Organization: NSA

**Reference 2:**

\* First Name: Jane      \* Last Name: Doe

\* Address: 499 Tuckerman Lane

\* City: Rockville      State: Maryland      Zip: 20742

International Postal Code:

\* Country: United States

\* Email: test10@test.org

\* Phone Number: 1111111111 (no dashes or spaces)

\* Fax Number: (no dashes or spaces)

\* Organization: USDA

Save      **Save and Continue**

**5** SUBMIT NOMINATION

**Figure 10** References section of the Nomination Form screen. The **Save and Continue** button is circled.

16. In the **References** section (Figure 10), list two references who are not from the nominee's organization and who are familiar with the technical aspects of the nominee's work. For each reference, enter the following information in the appropriate boxes:
  - First name
  - Last name

pd\_honorary\_awards

- Address
- City
- State
- Zip code
- Country
- International postal code (optional)
- Email
- Phone number
- Fax number (optional)
- Organization

17. Click the Save and Continue button (Figure 8). The **Nomination Form** displays with the **Submit Nomination** section open.

You have now completed the Nomination Form. You have these options:

- Save the nomination to edit it or submit it later
- Submit the nomination

## Submit a Nomination for the Vannevar Bush Award

1. Access the **Nomination Form** screen (Figure 1) with the **Submit Nomination** section open (see Complete the Nomination Form).

The screenshot shows a web interface for submitting a nomination. At the top, there are tabs for 'Prepare A New Nomination' and 'Prepare A New Reference'. Below the tabs are links for 'Instructions For Nomination', 'Award Selection Criteria', and 'View Saved Nomination'. A message states: 'New data will only be saved if you click the "Save" or "Save and Continue" buttons.' A vertical list of progress indicators shows steps 1 through 5: 'NOMINEE INFORMATION', 'CURRICULUM VITA', 'NARRATIVE', 'REFERENCES', and '5 SUBMIT NOMINATION'. The 'SUBMIT NOMINATION' step is highlighted. Below this, there is a text box with instructions: 'You have completed all of the steps necessary to submit this nomination. If you are ready to submit, you may click "Submit". If you would like to continue editing the nomination, you may navigate to any of the steps by clicking on the banner links.' At the bottom of this text box, a 'Submit' button is circled in red.

**Figure 1** Submit Nomination section of the Nomination Form screen. The **Submit** button is circled.

2. Click the **Submit** button (Figure 1). The **Confirm Award Nomination Submission** screen displays (Figure 2).

The screenshot shows the 'CONFIRM | Award Nomination Submission' screen. It contains a paragraph of text: 'You have requested to submit the following nomination to the Vannevar Bush Award Committee for review. If you are satisfied with the nomination, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:'. Below this is a box with a note: 'The information on this nomination is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants. Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact Honorary Awards Specialist, Ann Noonan at anoonan@nsf.gov.' At the bottom of this box, a 'Confirm' button is circled in red, next to a 'Cancel' button. Below the box is a blue bar with the text 'VIEW | Entire Nomination for Robert Jones'.

**Figure 2** Confirm Award Nomination Submission screen. The **Confirm** button is circled.

3. Click the **Confirm** button (Figure 2). The **Confirmation** screen displays (Figure 3) with the message that the nomination has been submitted.



Figure 3 Confirmation screen.

4. Click the **Back to Award Homepage** (Figure 3). The **Vannevar Bush Award** screen displays (Figure 4) with the nomination listed with the status of Submitted.

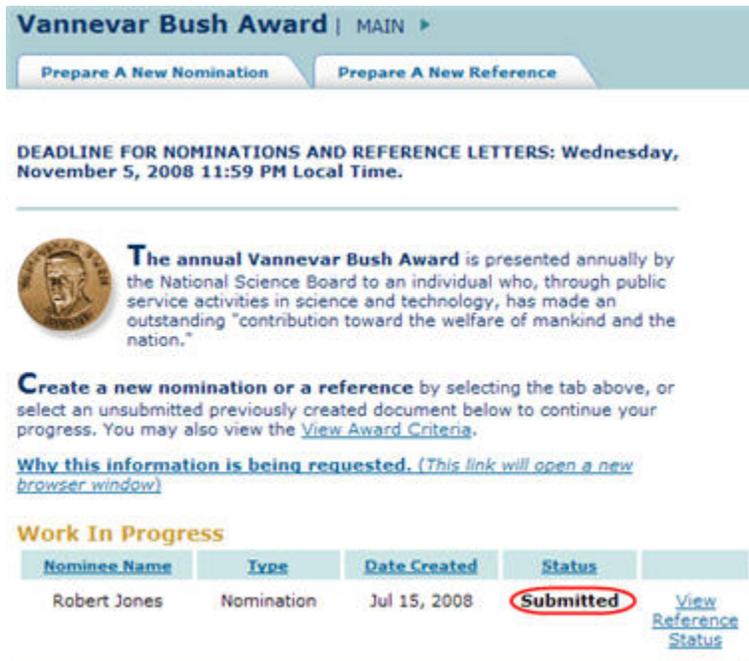


Figure 4 Vannevar Bush Award screen with the nomination listed with the status of Submitted.

## Save a Nomination for the Vannevar Bush Award

After you have completed at least the first section of a nomination, you can save it for future work.

1. Access the **Nomination Form** screen (Figure 1) and complete at least the first section of the nomination (see [Complete the Nomination Form](#)).

The screenshot shows a web application interface for preparing a nomination. At the top, there are tabs for 'Prepare A New Nomination' and 'Prepare A New Reference'. Below the tabs are links for 'Instructions For Nomination', 'Award Selection Criteria', and 'View Saved Nomination'. A message states: 'New data will only be saved if you click the "Save" or "Save and Continue" buttons.' The main content area is divided into sections: '1. NOMINEE INFORMATION', '2. CURRICULUM VITAE', '3. NARRATIVE', and '4. REFERENCES'. The 'REFERENCES' section is active and contains instructions and two reference forms. Reference 1 and Reference 2 both have the same details: First Name: John, Last Name: Doe, Address: 499 Tuckerman Lane, City: Rockville, State: Maryland, Zip: 20742, Country: United States, Email: test9@test.org, Phone Number: 1111111111, Fax Number: (blank), and Organization: NSA. At the bottom of the form, there are two buttons: 'Save' (circled in red) and 'Save and Continue'. Below the form is a section for '5. SUBMIT NOMINATION'.

Figure 1 Nomination Form screen open to the References section. The Save button is circled.

2. On the **Nomination Form** screen (Figure 1), click the **Save** button. The Nomination is saved, and the **Nomination Form** screen displays with the section open on which you clicked the **Save** button (Figure 2).

Prepare A New Nomination | Prepare A New Reference

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

- 1 NOMINEE INFORMATION
- 2 CURRICULUM VITA
- 3 NARRATIVE
- 4 REFERENCES**

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

Please add two references familiar with technical aspects and not from the nominee's home organization.

As the nominator, you are responsible for contacting references. All nominations will be considered regardless of receipt of references.

**Note:** The system will automatically send an email to these reference writers to notify them that their assistance is requested when the information is saved the first time.

**Reference 1:**

\* First Name:  \* Last Name:

\* Address:

\* City:  State:  Zip:

**Figure 2 Nomination Form screen after the nomination has been saved.**

The nomination is now listed on the **Vannevar Bush Award** screen (Figure 3) with the status of **In Progress**.

**Vannevar Bush Award** | MAIN ▶

[Prepare A New Nomination](#)   [Prepare A New Reference](#)

**DEADLINE FOR NOMINATIONS AND REFERENCE LETTERS: Wednesday, November 5, 2008 11:59 PM Local Time.**

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**The annual Vannevar Bush Award** is presented annually by the National Science Board to an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."

**Create a new nomination or a reference** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#) *(This link will open a new browser window)*

**Work In Progress**

Nominee Name	Type	Date Created	Status	
<a href="#">Robert Jones</a>	Nomination	Jul 15, 2008	<b>In Progress</b>	<a href="#">View Reference Status</a>

Figure 3 Vannevar Bush Award screen with the saved nomination listed with the status of In Progress.

## Edit a Saved Nomination for the Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).

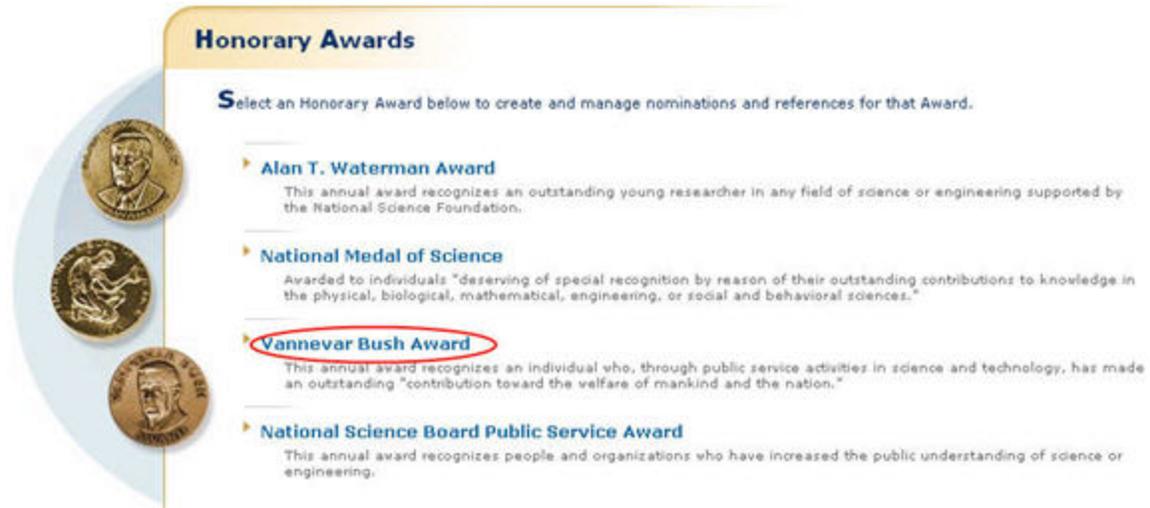


Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2) with the saved nomination listed in the **Work in Progress** section.

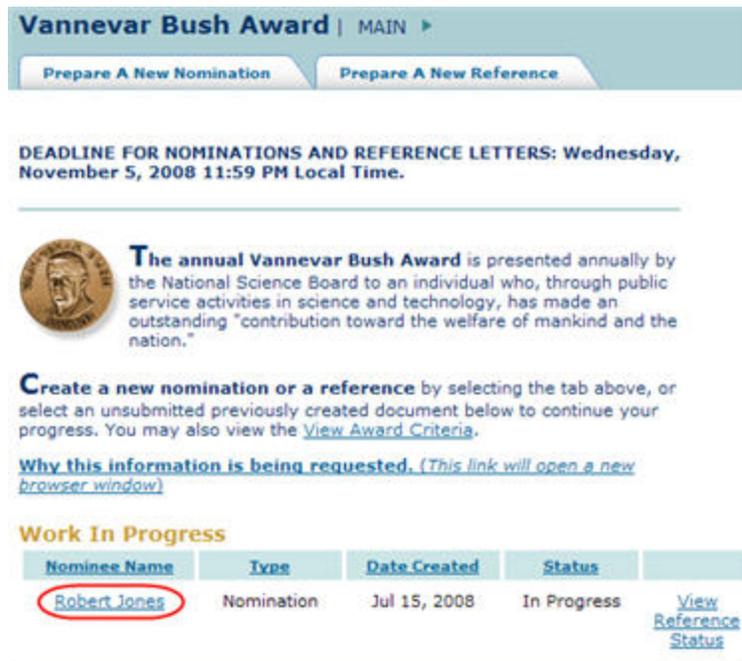


Figure 2 Vannevar Bush Award screen. The link to the saved nomination is circled.

- Click the nomination title (Figure 3). The **Nomination Form** screen displays (Figure 3) with the **Nominee Information** section open. On this screen, you can edit any section by clicking on the section title and then clicking the **Save and Continue** button or the **Save** button (see [Complete the Nomination Form](#), Step 8 through Step 16, for detailed instructions on each section).

Prepare A New Nomination | Prepare A New Reference

[Instructions For Nomination](#) | [Award Selection Criteria](#)

1 2 3 4 5  
PROGRESS

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1** NOMINEE INFORMATION

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name: Robert      \* Last Name: Jones

\* Address: 555 Arlington Blv.

\* City: Arlington      State: Virginia      Zip: 22206

International Postal Code:

\* Country: United States

**Figure 3** Nomination Form screen with the Nominee Information section open.

## Submit a Saved Nomination for the Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).

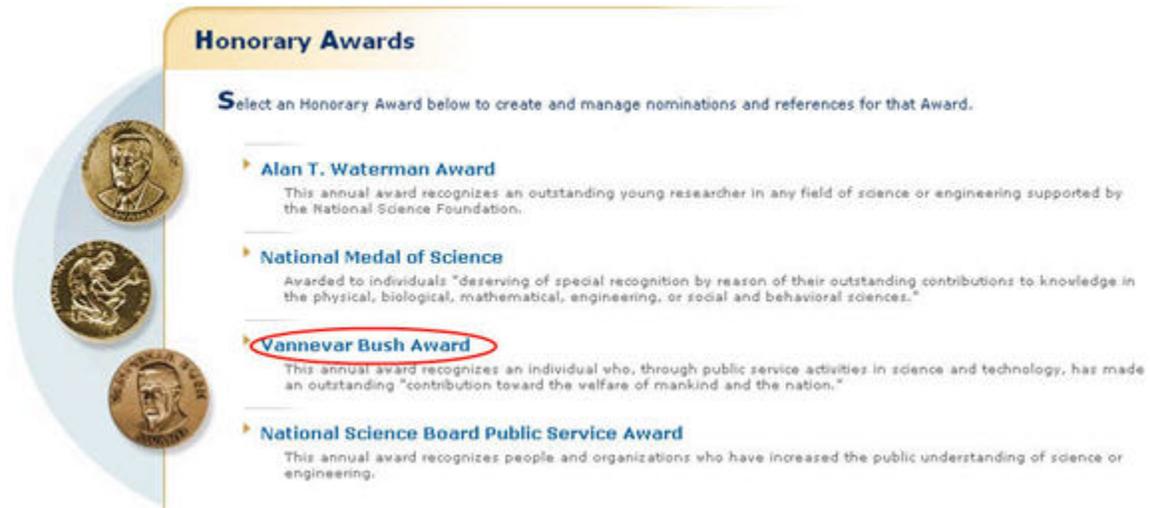
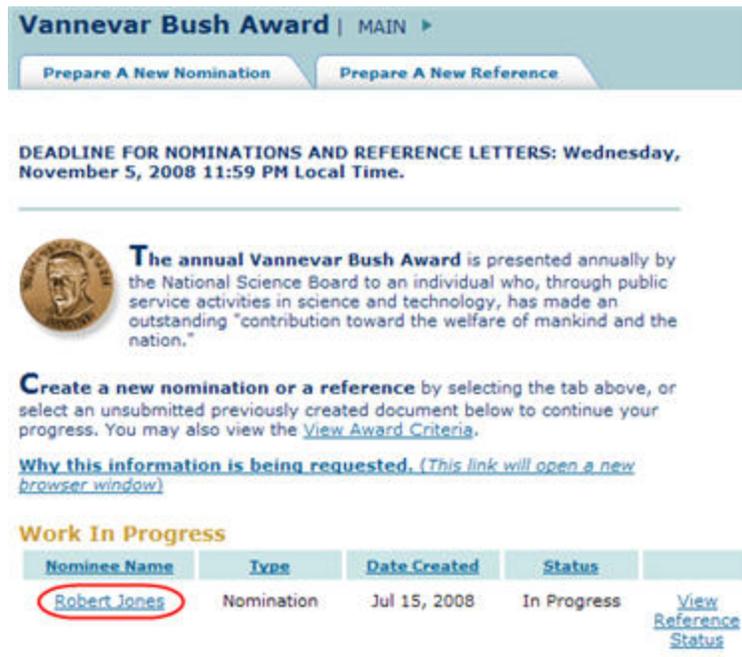


Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2) with the saved nomination in the **Work in Progress** section.



**Figure 2 Vannevar Bush Award screen. The link to the saved nomination is circled.**

3. Click the nomination title (Figure 3). The **Nomination Form** screen displays (Figure 3).

Vannevar Bush Award | MAIN ▶

Prepare A New Nomination | Prepare A New Reference

Instructions For Nomination | Award Selection Criteria | **View Saved Nomination**

PROGRESS 5

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name: Robert | \* Last Name: Jones

\* Address: 555 Arlington Blv.

\* City: Arlington | State: Virginia | Zip: 22206

International Postal Code:

\* Country: United States

Email:

\* Phone Number: 5551231234 (no dashes or spaces)

\* Organization: NSF

**Figure 3 Nomination Form screen. The View Saved Nomination link is circled.**

4. Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 4).

**VIEW | Entire Nomination for Robert Jones**

1 **NOMINEE INFORMATION** [Edit](#)

**Contact Name:** Robert Jones  
**Address:** 555 Arlington Blv.  
 Arlington, VA 22206  
 United States  
**Email:**  
**Phone:** 5551231234  
**Organization:** NSF

2 **CURRICULUM VITA** [Edit](#)  
 Please type or cut and paste the nominee's curriculum vita here.

3 **NARRATIVE** [Edit](#)  
**Proposed Citation:** Please type or cut and paste a brief overview of the nominee's research here.  
**Narrative:** Please type or cut and paste an overview of the nominee's qualifications here.

4 **REFERENCES** [Edit](#)

**Name:** Tommy Thomas  
**Organization:** NSF  
**Email:** test5@test.org

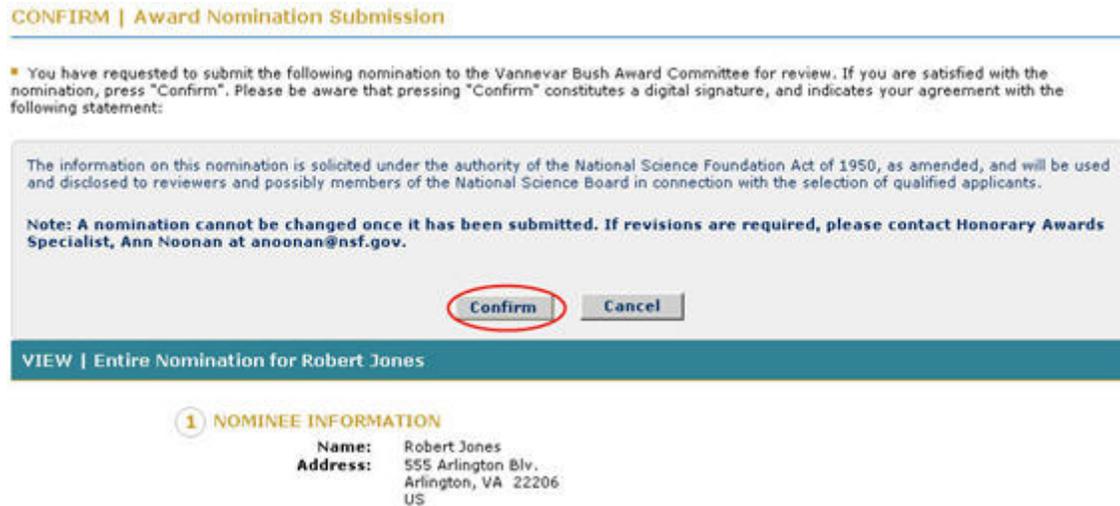
**Name:** Michael Mikerson  
**Organization:** NSF  
**Email:** test6@test.org

5 **SUBMIT NOMINATION**

**Submit**

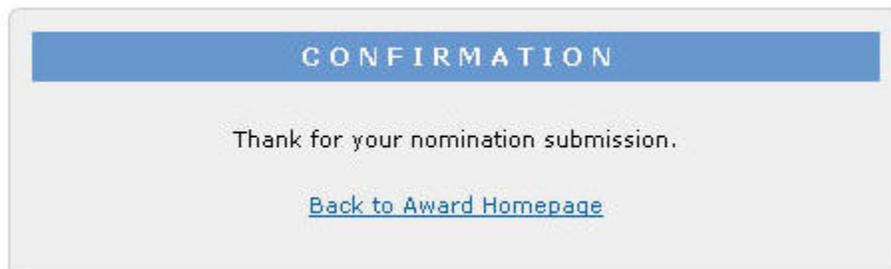
**Figure 4 View Entire Nomination screen. The Submit button is circled.**

5. Click the **Submit** button (Figure 4). The **Confirm Award Nomination Submission** screen displays (Figure 5).



**Figure 5 Confirm Award Nomination Submission screen. The Confirm button is circled.**

6. Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6) with the message that the nomination has been submitted.



**Figure 6 Confirmation screen.**

7. Click **Back to Award Homepage** (Figure 6). The **Vannevar Bush Award** screen displays (Figure 7) with the nomination listed with the status Submitted.

**Vannevar Bush Award** | MAIN ▶

[Prepare A New Nomination](#) | [Prepare A New Reference](#)

**DEADLINE FOR NOMINATIONS AND REFERENCE LETTERS: Wednesday, November 5, 2008 11:59 PM Local Time.**

---



**The annual Vannevar Bush Award** is presented annually by the National Science Board to an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."

**Create a new nomination or a reference** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#) *(This link will open a new browser window)*

**Work In Progress**

Nominee Name	Type	Date Created	Status	
Robert Jones	Nomination	Jul 15, 2008	<b>Submitted</b>	<a href="#">View Reference Status</a>

Figure 7 Vannevar Bush Award screen with the nomination now listed with the status of Submitted.

## View a Nomination for the Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2).

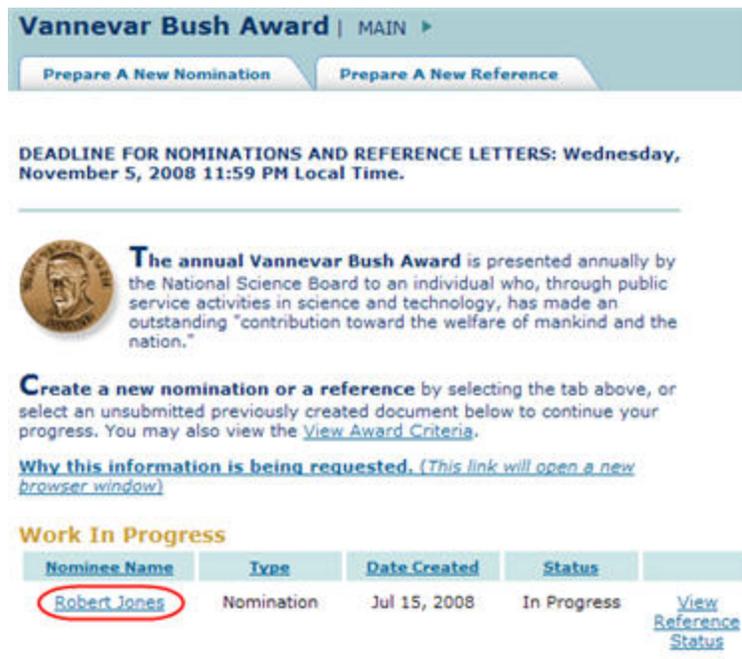


Figure 2 Vannevar Bush Award screen. The link to the saved nomination is circled.

- Click the nomination title (Figure 3). The **Nomination Form** screen displays (Figure 3).

**Vannevar Bush Award** | MAIN ▶

Prepare A New Nomination | Prepare A New Reference

Instructions For Nomination | Award Selection Criteria | **View Saved Nomination**

PROGRESS 5

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name: Robert \* Last Name: Jones

\* Address: 555 Arlington Blv.

\* City: Arlington State: Virginia Zip: 22206

International Postal Code:

\* Country: United States

Email:

\* Phone Number: 5551231234 (no dashes or spaces)

\* Organization: NSF

**Figure 3 Nomination Form screen. The View Saved Nomination link is circled.**

- Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 4). You can edit from this screen also by clicking the **Edit** button for any section (see Complete the Nomination Form, Step 8 through 16, for instructions on each section).

**VIEW | Entire Nomination for Robert Jones**

**1 NOMINEE INFORMATION Edit**

**Contact Name:** Robert Jones  
**Address:** 555 Arlington Blv.  
 Arlington, VA 22206  
 United States  
**Email:**  
**Phone:** 5551231234  
**Organization:** NSF

**2 CURRICULUM VITA Edit**

Please type or cut and paste the nominee's curriculum vita here.

**3 NARRATIVE Edit**

**Proposed Citation:** Please type or cut and paste a brief overview of the nominee's research here.

**Narrative:** Please type or cut and paste an overview of the nominee's qualifications here.

**4 REFERENCES Edit**

**Name:** Tommy Thomas  
**Organization:** NSF  
**Email:** test5@test.org

**Name:** Michael Mikerson  
**Organization:** NSF  
**Email:** test6@test.org

**5 SUBMIT NOMINATION**

Submit

**Figure 4 View Entire Nomination screen.**

## View a Nomination in PDF for the Vannevar Bush Award

1. Access the **View Entire Nomination** screen (Figure 1) (see [View Entire Nomination](#)).

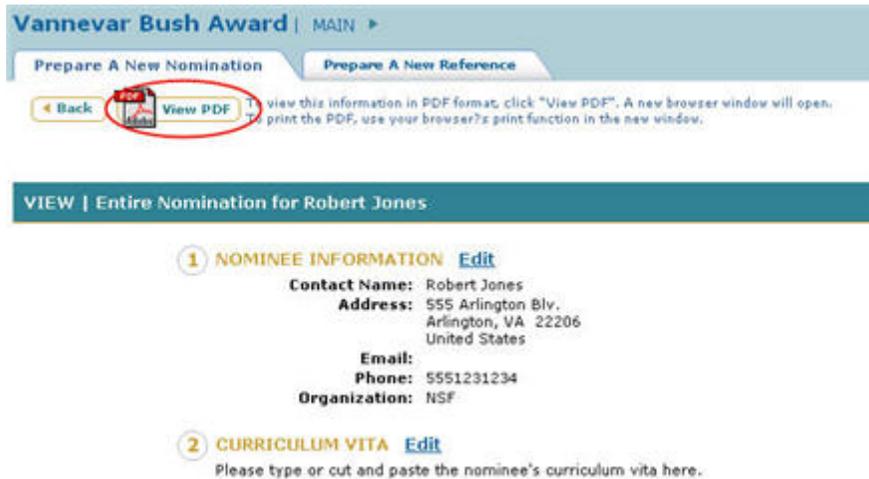


Figure 1 View Entire Nomination screen. The View PDF link is circled.

2. On the **View Entire Nomination** screen (Figure 1), click **View PDF**. The nomination displays in PDF format in a new window (Figure 2).

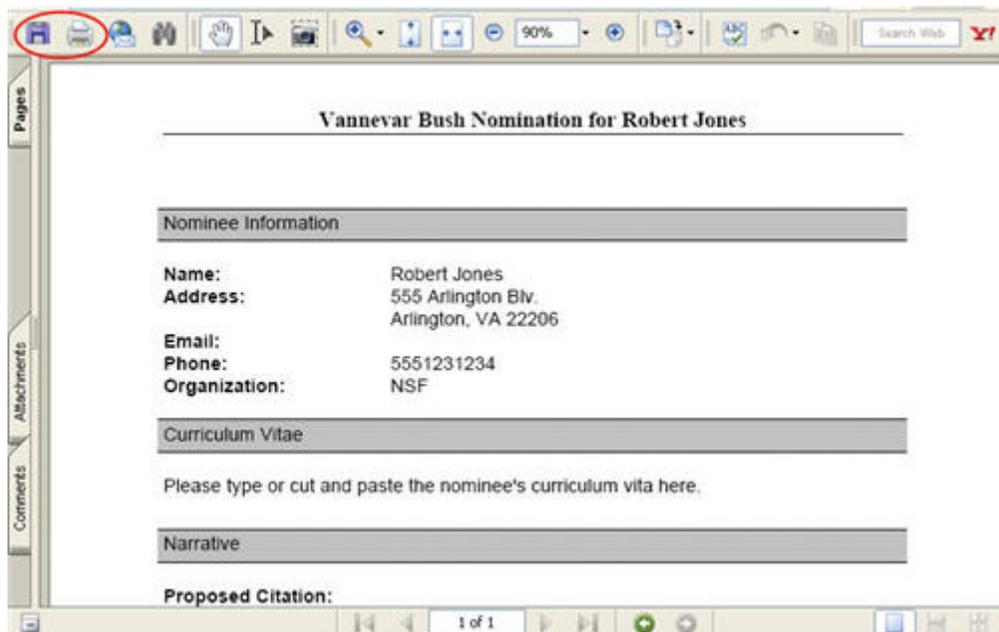


Figure 2 Nomination in PDF format in a new window. The Save and Print icons are circled.

3. Click the **Save** icon (Figure 2) to save the nomination to your computer.

4. Click the **Print** icon (Figure 2) to print the nomination.

## View the Status of a Reference for the Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).

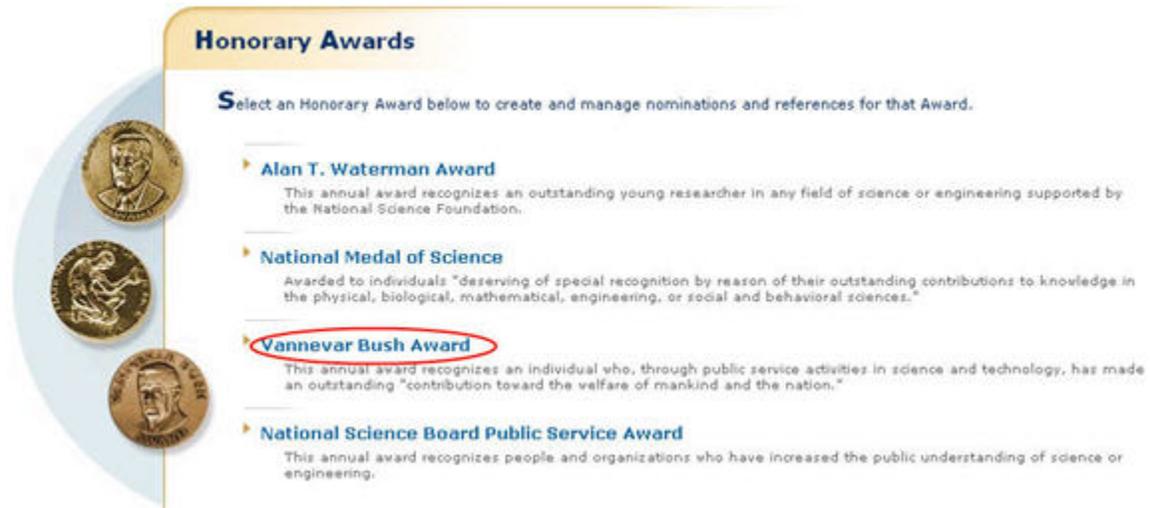


Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2).

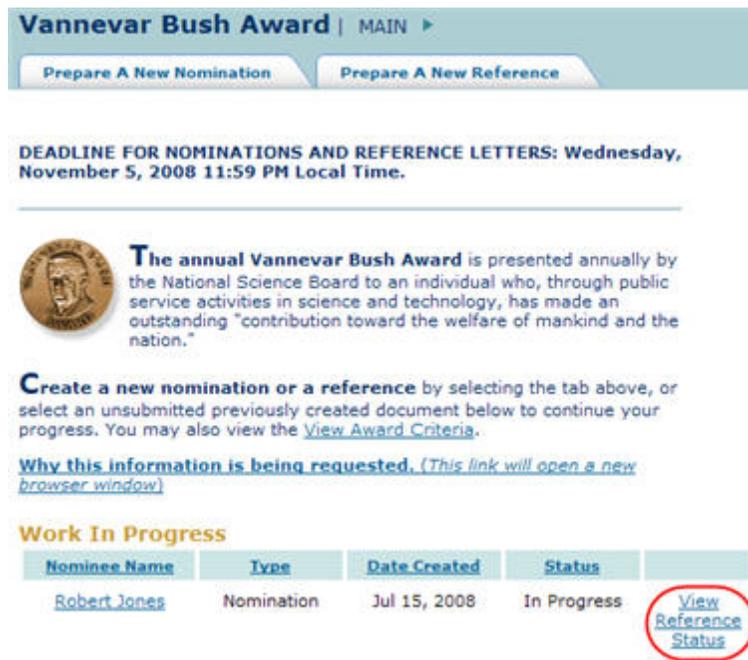


Figure 2 Vannevar Bush Award screen. The View Reference Status link is circled.

- Click **View Reference Status** (Figure 2). The **View Reference Status List** screen displays (Figure 3) with the references listed with their status listed as Received or Not Received.

**Vannevar Bush Award** | MAIN >

Prepare A New Nomination    Prepare A New Reference

[Back](#)

**View Reference Status List**

This table shows you the statuses of the references written by your nomination's suggested references. You may click on the column headings to sort the data.

Referrer Name	Status	Creation Date
Tommy Thomas	Not yet received	
Michael Mikerson	Not yet received	

**Figure 3 View Reference Status List screen.**

## Letter of Reference for Vannevar Bush Award

### Prepare a Reference for a Nominee for the Vannevar Bush Award

In preparing and submitting a reference for a nominee for the Vannevar Bush Award, you can conduct the following activities:

- [Complete the Reference Form](#)
- [Submit a reference](#)
- [Save a reference](#)
- [Edit a saved reference](#)
- [View the entire reference](#)
- [View the reference in PDF](#)
- [Submit a saved reference](#)

## Complete the Reference Form for the Vannevar Bush Award

To prepare a reference for the Vannevar Bush Award, you must first register for Honorary Awards. See [Register for Honorary Awards](#).

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Login for Honorary Awards](#)).

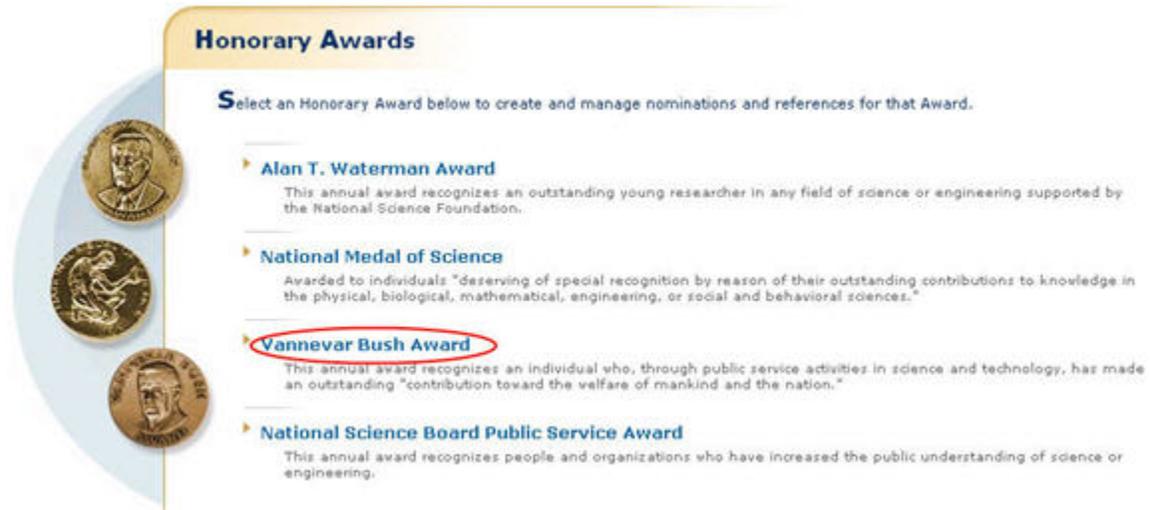
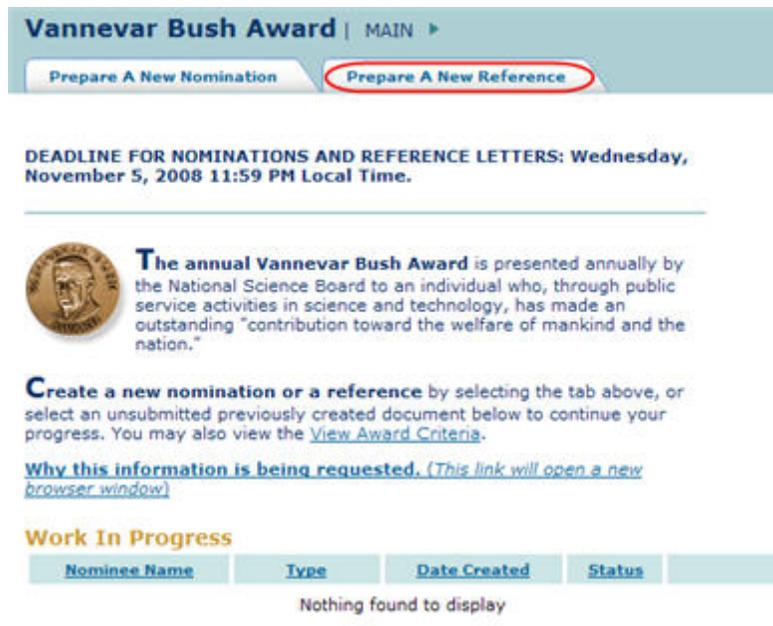


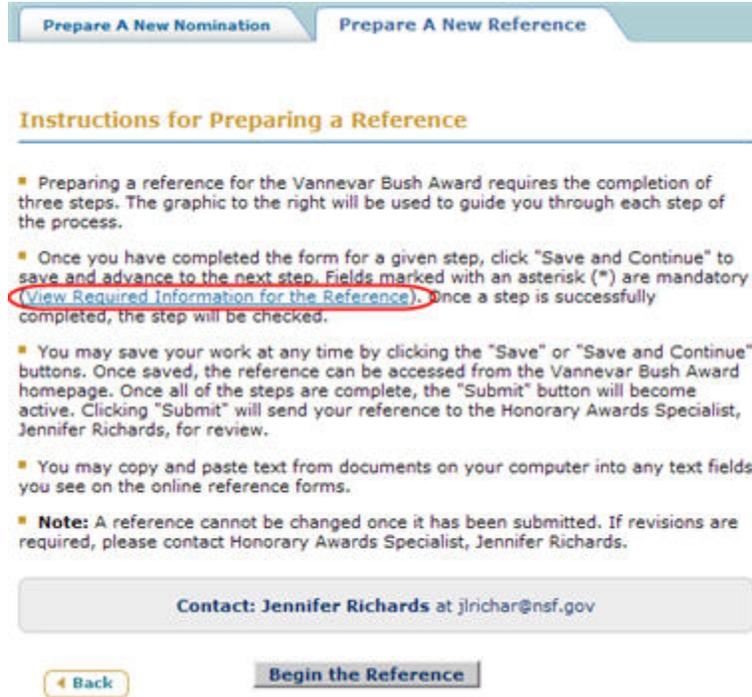
Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2).



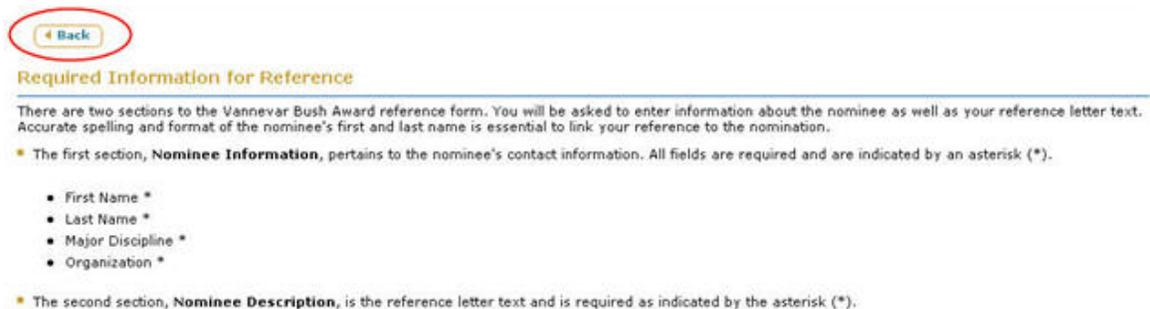
**Figure 2 Vannevar Bush Award screen. The Prepare a New Reference tab is circled.**

3. Click the **Prepare a New Reference** tab (Figure 2). The **Instructions for Preparing a Reference** screen displays (Figure 3).



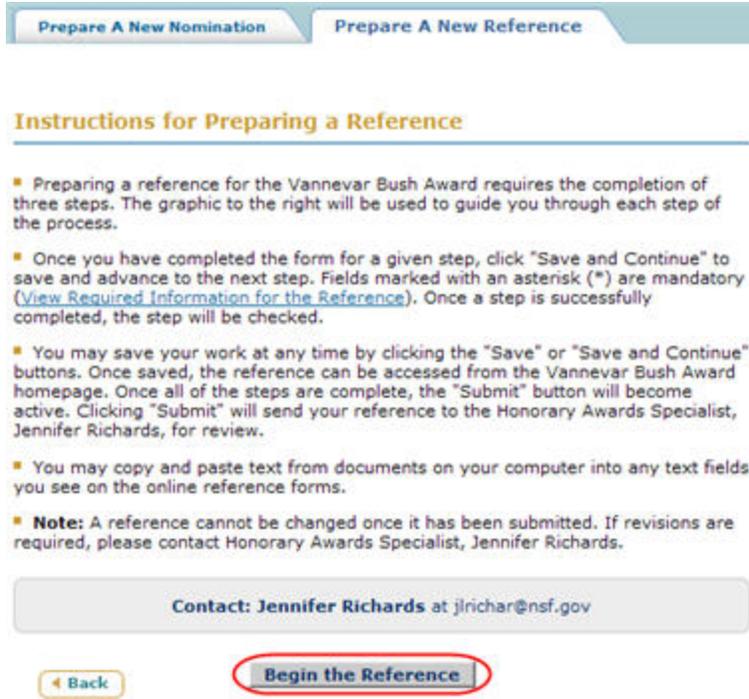
**Figure 3 Instructions for Preparing a Reference screen. The View Required Information for Reference link is circled.**

4. To see the form requirements, click **View Required Information for Reference** (Figure 3). The **Required Information for Reference** screen displays (Figure 4) with a listing of all the components of the reference.



**Figure 4 Required Information for Reference screen. The Back button is circled.**

5. Click the **Back** button (Figure 4). The **Instructions for Preparing a Reference** screen displays (Figure 5).



**Figure 5 Instructions for Preparing a Reference screen. The Begin Reference button is circled.**

6. Click the **Begin the Reference** button (Figure 5). The **Reference Form** screen displays (Figure 6) with the **Nominee Information** section open.



**Figure 6 Reference Form screen with the Nominee Information section open. The Save and Continue button is circled.**

7. Enter the required information in the appropriate boxes (Figure 6):
  - First name
  - Last name
  - Major discipline
  - Organization

- Click the **Save and Continue** button (Figure 6). The **Reference Form** screen displays (Figure 7) with the **Nominee Description** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

The screenshot shows a web form interface. At the top, there are two tabs: '1 NOMINEE INFORMATION' and '2 NOMINEE DESCRIPTION'. The '2 NOMINEE DESCRIPTION' tab is active. Below the tabs, there is a red asterisk and the text '\* Required Field'. The main content area contains the instruction 'Please enter the text of your reference letter. Text length should be limited to two pages.' followed by a label '\* Reference Letter Text' and a large text input area with the placeholder text 'Please type or cut and paste your reference letter here.'. At the bottom of the form, there are two buttons: 'Save' and 'Save and Continue'. The 'Save and Continue' button is circled in red.

**Figure 7 Reference Form screen with the Nominee Description section open. The Save and Continue button is circled.**

- In the **Nominee Description** box (Figure 7), type or copy and paste your reference letter text.
- Click the **Save and Continue** button (Figure 8). The **Nomination Form** displays with the **Submit Nomination** section open.

The screenshot shows a web interface for preparing a new reference. At the top, there are two tabs: 'Prepare A New Nomination' and 'Prepare A New Reference', with the latter being active. Below the tabs, there are two links: 'Instructions for Preparing Reference' and 'View Saved Reference'. A progress indicator shows three steps, with the third step, 'SUBMIT REFERENCE', being the current step. Below the progress indicator, there is a message: 'New data will only be saved if you click the "Save" or "Save and Continue" buttons.' The form is divided into three sections: 'NOMINEE INFORMATION', 'NOMINEE DESCRIPTION', and 'SUBMIT REFERENCE'. The 'SUBMIT REFERENCE' section contains a message: 'You have completed all of the steps necessary to submit this reference. If you are ready to submit, you may click "Submit". If you would like to continue editing the reference, you may navigate to any of the steps by clicking on the banner links.' and a 'Submit' button.

You have now completed the Reference form. You have these options:

- Save the reference to edit it or submit it later
- Submit the reference

## Submit a Reference for the Vannevar Bush Award

1. Access the **Reference Form** screen (Figure 1) with the **Submit Reference** section open (see [Complete the Reference Form](#)).

The screenshot shows a web interface for preparing a reference. At the top, there are two tabs: 'Prepare A New Nomination' and 'Prepare A New Reference'. Below the tabs are links for 'Instructions for Preparing Reference' and 'View Saved Reference'. A progress indicator shows three steps, with the third step, 'SUBMIT REFERENCE', highlighted. A message states: 'New data will only be saved if you click the "Save" or "Save and Continue" buttons.' Below this are three sections: 'NOMINEE INFORMATION', 'NOMINEE DESCRIPTION', and 'SUBMIT REFERENCE'. The 'SUBMIT REFERENCE' section contains a paragraph of text and a 'Submit' button, which is circled in red.

Figure 1 Reference Form screen. The Submit button is circled.

2. On the **Reference Form** screen (Figure 1), click the **Submit** button. The **Confirm Award Reference Submission** screen displays (Figure 2).

The screenshot shows a confirmation screen titled 'CONFIRM | Award Reference Submission'. It contains a paragraph of text: 'You have requested to submit the following reference to the Vannevar Bush Committee for review. If you are satisfied with the reference, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:'. Below this is a note: 'Note: A reference cannot be changed once it has been submitted. If revisions are required, please contact Honorary Awards Specialist, Ann Noonan at [anoonan@nsf.gov](mailto:anoonan@nsf.gov).' At the bottom, there are two buttons: 'Confirm' and 'Cancel', with 'Confirm' circled in red.

VIEW | Entire Reference for Robert Jones

<b>1</b> NOMINEE INFORMATION	<b>REFERENCE INFORMATION</b>
<b>Name:</b> Robert Jones	<b>Name:</b> Lynne Madison
<b>Organization:</b> NSF	<b>Address:</b> 1409 N. Front St. Harrisburg, PA 17101
<b>Major Discipline:</b> Mathematics / Computer Science	<b>Email:</b> test@test.org
	<b>Phone:</b> 1231231234
	<b>Fax:</b>
	<b>Organization:</b> NSF

**2** NOMINEE DESCRIPTION

Figure 2 Confirm Award Reference Submission screen. The Confirm button is circled.

3. Click the **Confirm** button (Figure 2). The **Confirmation** screen displays (Figure 3).



Figure 3 Confirmation screen.

4. Click the **Back to Award Homepage** (Figure 3). The **Vannevar Bush Award** screen displays (Figure 4) with the reference listed with the status of Submitted.

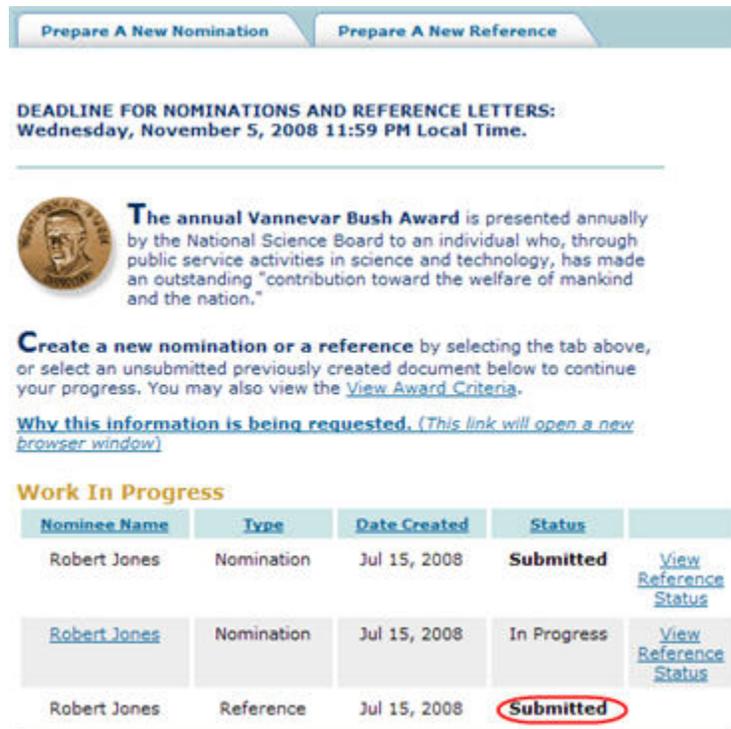


Figure 4 Vannevar Bush Award screen with the reference listed with the status of Submitted.

## Save a Reference for the Vannevar Bush Award

After you have completed at least the first section of a reference, you can save it for future work.

1. Access the **Reference Form** screen (Figure 1) and complete at least the first section of the reference (see [Complete the Reference Form](#)).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

3 SUBMIT REFERENCE

**Figure 1** Reference Form screen. The Save button is circled.

2. On the **Reference Form** screen (Figure 1), click the **Save** button. The reference is now listed on the **Vannevar Bush Award** screen (Figure 2) with the status of **In Progress**.

Prepare A New Nomination
Prepare A New Reference

**DEADLINE FOR NOMINATIONS AND REFERENCE LETTERS:**  
**Wednesday, November 5, 2008 11:59 PM Local Time.**

---



**The annual Vannevar Bush Award** is presented annually by the National Science Board to an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."

**Create a new nomination or a reference** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#) *(This link will open a new browser window)*

**Work In Progress**

Nominee Name	Type	Date Created	Status	
Robert Jones	Nomination	Jul 15, 2008	<b>Submitted</b>	<a href="#">View Reference Status</a>
<a href="#">Robert Jones</a>	Nomination	Jul 15, 2008	In Progress	<a href="#">View Reference Status</a>
<a href="#">Robert Jones</a>	Reference	Jul 15, 2008	<b>In Progress</b>	

Figure 2 Vannevar Bush Award screen. The reference is now listed with the status of In Progress.

## Edit a Saved Reference for the Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).

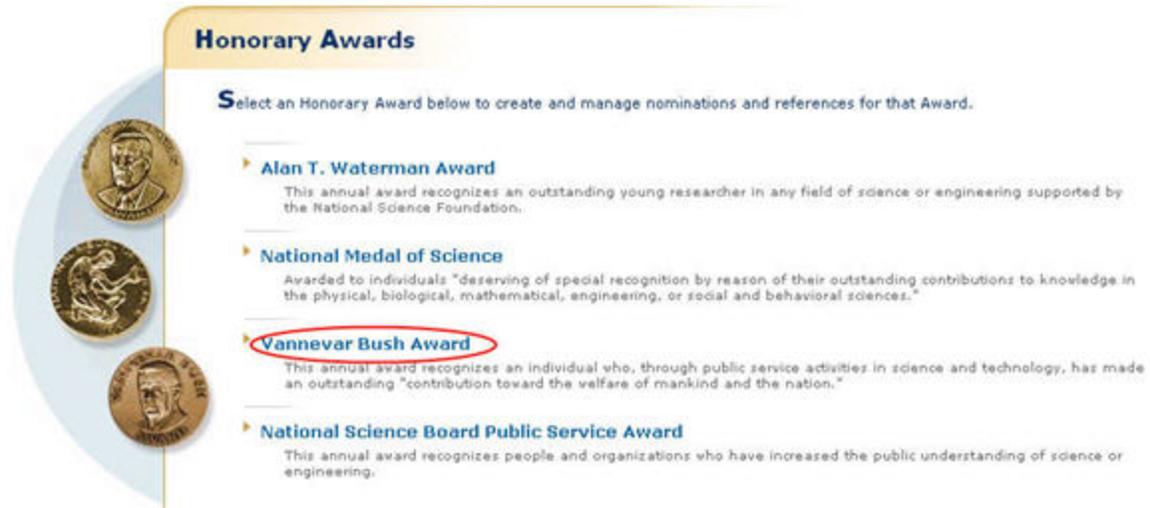


Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2) with the reference listed in the **Work in Progress** section.

**Vannevar Bush Award** | MAIN ▶

[Prepare A New Nomination](#) [Prepare A New Reference](#)

**DEADLINE FOR NOMINATIONS AND REFERENCE LETTERS:**  
**Wednesday, November 5, 2008 11:59 PM Local Time.**

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**Create a new nomination or a reference** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#) *(This link will open a new browser window)*

**Work In Progress**

Nominee Name	Type	Date Created	Status	
Robert Jones	Nomination	Jul 15, 2008	Submitted	<a href="#">View Reference Status</a>
<a href="#">Robert Jones</a>	Nomination	Jul 15, 2008	In Progress	<a href="#">View Reference Status</a>
<a href="#">Robert Jones</a>	Reference	Jul 15, 2008	In Progress	

**Figure 2 Vannevar Bush Award screen. The reference title link is circled.**

3. Click the title of the reference (Figure 2). The **Reference Form** screen displays (Figure 3). On this screen, you can edit any section by clicking on the section title and then clicking the **Save and Continue** button or **Save** button (see [Complete the Reference Form](#), Step 7 through Step 9, for detailed instructions on each section).

Vannevar Bush Award | MAIN ▶

Prepare A New Nomination    Prepare A New Reference

[Instructions for Preparing Reference](#) | [View Saved Reference](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1** NOMINEE INFORMATION

\* Required Field

\* First Name:     \* Last Name:

\* Major Discipline:

\* Organization:

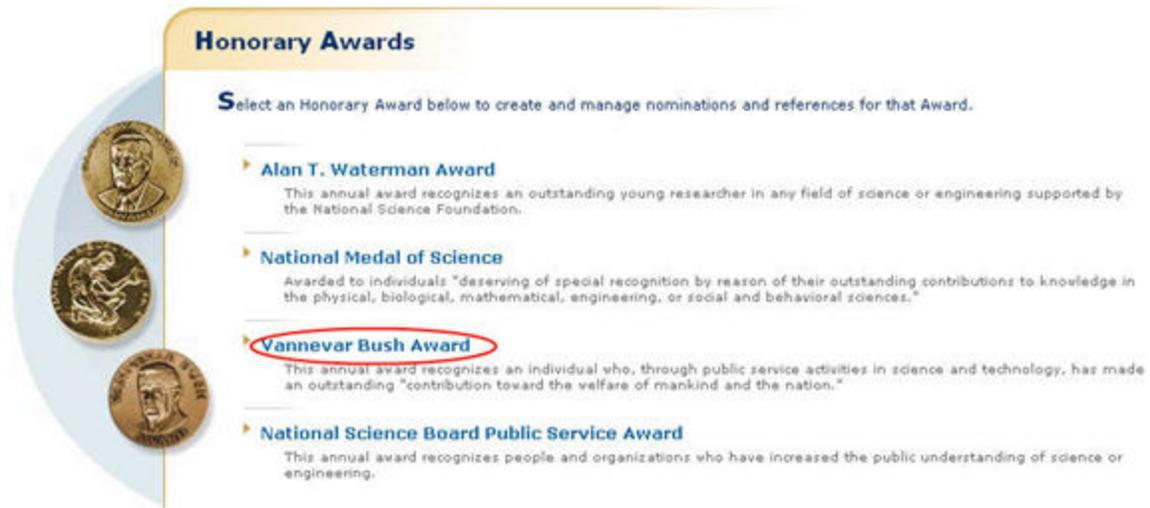
**2** NOMINEE DESCRIPTION

**3** SUBMIT REFERENCE

**Figure 3 Reference Form screen.**

## Submit a Saved Reference for the Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



**Figure 1** Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2) with the reference listed in the **Work in Progress** section.

**Vannevar Bush Award** | MAIN ▶

[Prepare A New Nomination](#) | [Prepare A New Reference](#)

**DEADLINE FOR NOMINATIONS AND REFERENCE LETTERS:**  
**Wednesday, November 5, 2008 11:59 PM Local Time.**

---



**The annual Vannevar Bush Award** is presented annually by the National Science Board to an individual who, through public service activities in science and technology, has made an outstanding "contribution toward the welfare of mankind and the nation."

**Create a new nomination or a reference** by selecting the tab above, or select an unsubmitted previously created document below to continue your progress. You may also view the [View Award Criteria](#).

[Why this information is being requested.](#) *(This link will open a new browser window)*

**Work In Progress**

Nominee Name	Type	Date Created	Status	
Robert Jones	Nomination	Jul 15, 2008	Submitted	<a href="#">View Reference Status</a>
<a href="#">Robert Jones</a>	Nomination	Jul 15, 2008	In Progress	<a href="#">View Reference Status</a>
<a href="#">Robert Jones</a>	Reference	Jul 15, 2008	In Progress	

Figure 2 Vannevar Bush Award screen. The reference title link is circled.

3. Click the title of the reference (Figure 2). The **Reference Form** screen displays (Figure 3).

[Prepare A New Nomination](#) | [Prepare A New Reference](#)

[Instructions for Preparing Reference](#) | [View Saved Reference](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

\* Required Field

\* First Name:  \* Last Name:

\* Major Discipline:

\* Organization:

**NOMINEE DESCRIPTION**

**3 SUBMIT REFERENCE**

Figure 3 Reference Form screen. The View Saved Reference link is circled.

- Click **View Saved Reference** (Figure 3). The **View Entire Reference** screen displays (Figure 4).

Prepare A New Nomination    Prepare A New Reference

Back    View PDF    To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

**VIEW | Entire Reference for Robert Jones**

**1 NOMINEE INFORMATION** [Edit](#)

**Name:** Robert Jones  
**Organization:** NSF  
**Major Discipline:** Mathematics / Computer Science

**REFERENCE INFORMATION**

**Name:** Lynne Madison  
**Address:** 1409 N. Front St. Harrisburg, PA 17101  
**Email:** test@test.org  
**Phone:** 1231231234  
**Fax:**  
**Organization:** NSF

**2 NOMINEE DESCRIPTION** [Edit](#)

**Reference Letter Text**

Please type or cut and paste your reference letter here.

**3 SUBMIT REFERENCE** [Edit](#)

**Submit**

Figure 4 View Entire Reference screen. The Submit button is circled.

- Click the **Submit** button (Figure 4). The **Confirm Award Reference Submission** screen displays (Figure 5).

**CONFIRM | Award Reference Submission**

You have requested to submit the following reference to the Vannevar Bush Committee for review. If you are satisfied with the reference, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

The information on this reference is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.

**Note: A reference cannot be changed once it has been submitted. If revisions are required, please contact Honorary Awards Specialist, Ann Noonan at noonan@nsf.gov.**

**Confirm**    **Cancel**

**VIEW | Entire Reference for Robert Jones**

**1 NOMINEE INFORMATION**

**Name:** Robert Jones  
**Organization:** NSF  
**Major Discipline:** Mathematics / Computer Science

**REFERENCE INFORMATION**

**Name:** Lynne Madison  
**Address:** 1409 N. Front St. Harrisburg, PA 17101  
**Email:** test@test.org  
**Phone:** 1231231234  
**Fax:**  
**Organization:** NSF

**2 NOMINEE DESCRIPTION**

Figure 5 Confirm Award Reference Submission screen. The Confirm button is circled.

- Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6).

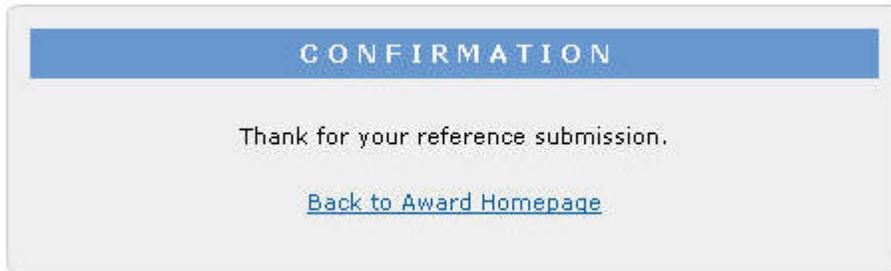


Figure 6 Confirmation screen.

7. Click **Back to Award Homepage** (Figure 6). The **Vannevar Bush Award** screen displays (Figure 7) with the reference listed with the status of Submitted.

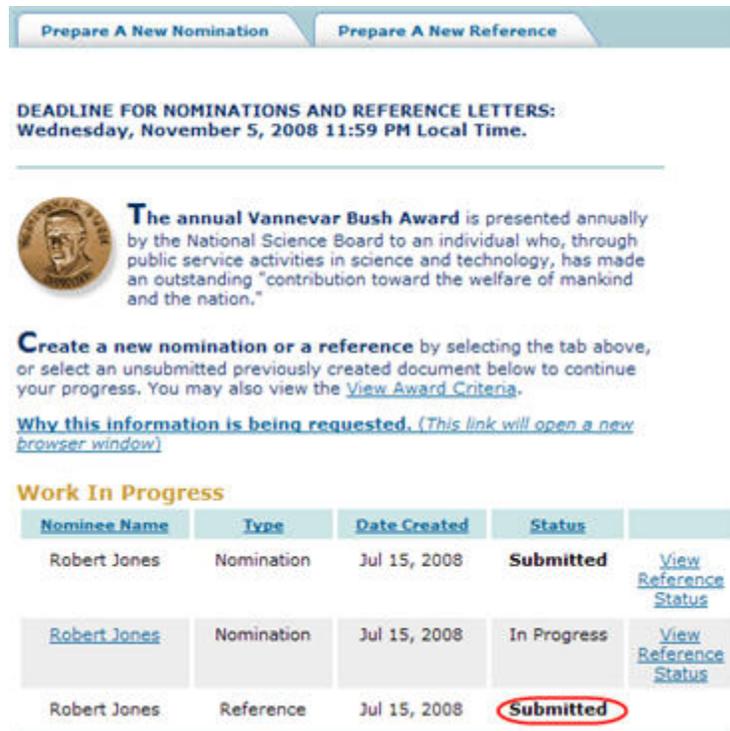


Figure 7 Vannevar Bush Award screen with the reference listed with the status of Submitted.

## View a Reference for the Vannevar Bush Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).

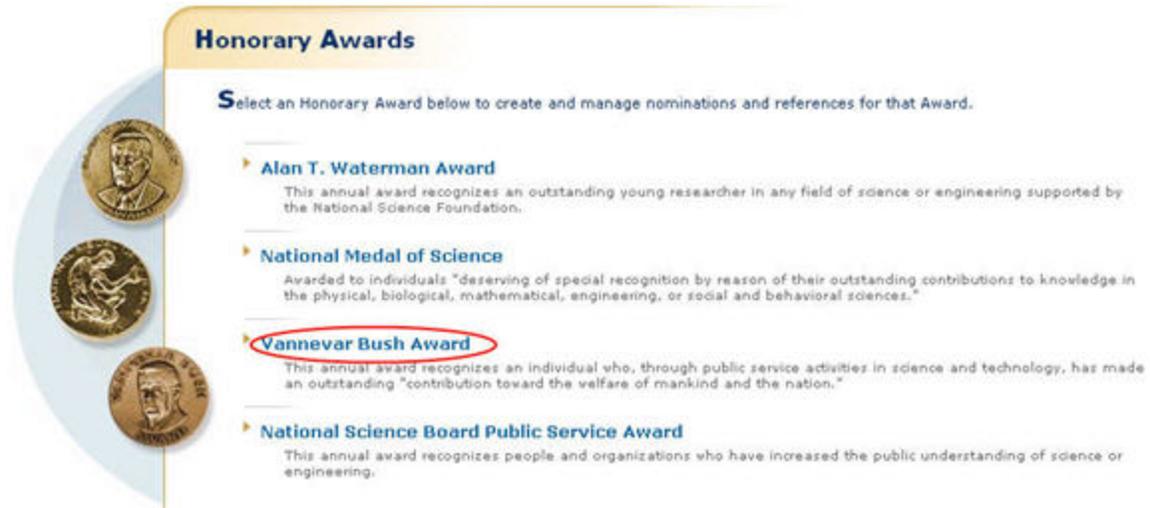
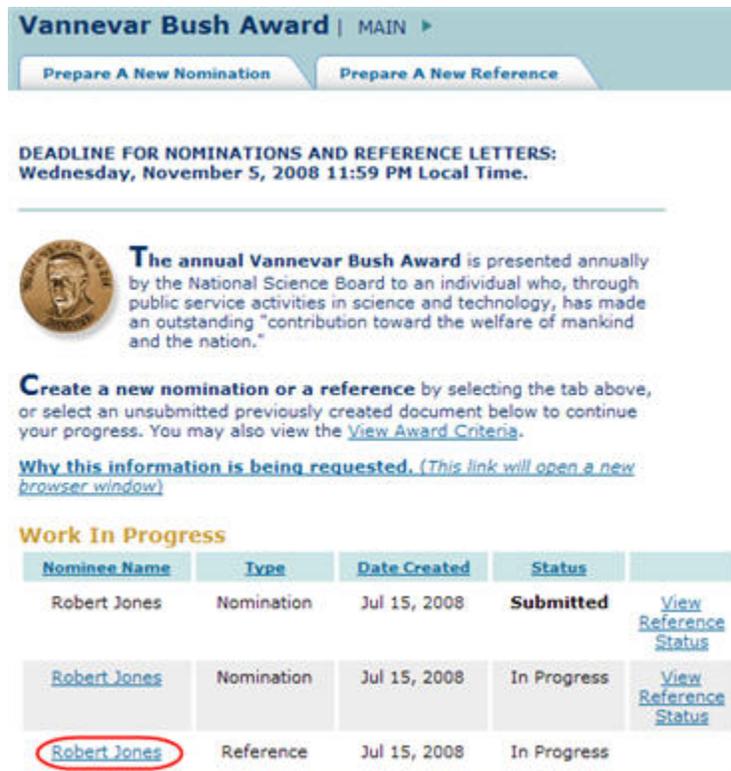


Figure 1 Honorary Awards screen. The Vannevar Bush Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **Vannevar Bush Award**. The **Vannevar Bush Award** screen displays (Figure 2).



**Figure 2 Vannevar Bush Award screen. The reference title link is circled.**

- Click the title of the reference (Figure 2). The **Reference Form** screen displays (Figure 3).

Prepare A New Nomination | Prepare A New Reference

[Instructions for Preparing Reference](#) | [View Saved Reference](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

\* Required Field

\* First Name: Robert | \* Last Name: Jones

\* Major Discipline: Mathematics / Computer Science

\* Organization: NSF

Save | Save and Continue

**NOMINEE DESCRIPTION**

**3 SUBMIT REFERENCE**

**Figure 3 Reference Form screen. The View Saved Reference link is circled.**

- Click **View Saved Reference** (Figure 3). The **View Entire Reference** screen displays with the text you have entered (Figure 4).

Prepare A New Nomination | Prepare A New Reference

Back | **View PDF** | To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

**VIEW | Entire Reference for Robert Jones**

**1 NOMINEE INFORMATION** [Edit](#)

**Name:** Robert Jones  
**Organization:** NSF  
**Major Discipline:** Mathematics / Computer Science

**REFERENCE INFORMATION**

**Name:** Lynne Madison  
**Address:** 1409 N. Front St.  
 Harrisburg, PA 17101  
**Email:** test@test.org  
**Phone:** 1231231234  
**Fax:**  
**Organization:** NSF

**2 NOMINEE DESCRIPTION** [Edit](#)

**Reference Letter Text**

Please type or cut and paste your reference letter here.

**3 SUBMIT REFERENCE** [Edit](#)

Submit

**Figure 4 View Entire Reference screen.**

## View the Reference in PDF for the Vannevar Bush Award

1. Access the **View Entire Reference** screen (Figure 1) (see [View Entire Reference](#)).

Vannevar Bush Award | MAIN ▶

Prepare A New Nomination Prepare A New Reference

◀ Back  View PDF To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

VIEW | Entire Reference for Robert Jones

**1** **NOMINEE INFORMATION** [Edit](#)

**Name:** Robert Jones  
**Organization:** NSF  
**Major Discipline:** Mathematics / Computer Science

**REFERENCE INFORMATION**

**Name:** Lynne Madison  
**Address:** 1409 N. Front St.  
Harrisburg, PA 17101  
**Email:** test@test.org  
**Phone:** 1231231234  
**Fax:** 1231231234  
**Organization:** NSF

**2** **NOMINEE DESCRIPTION** [Edit](#)

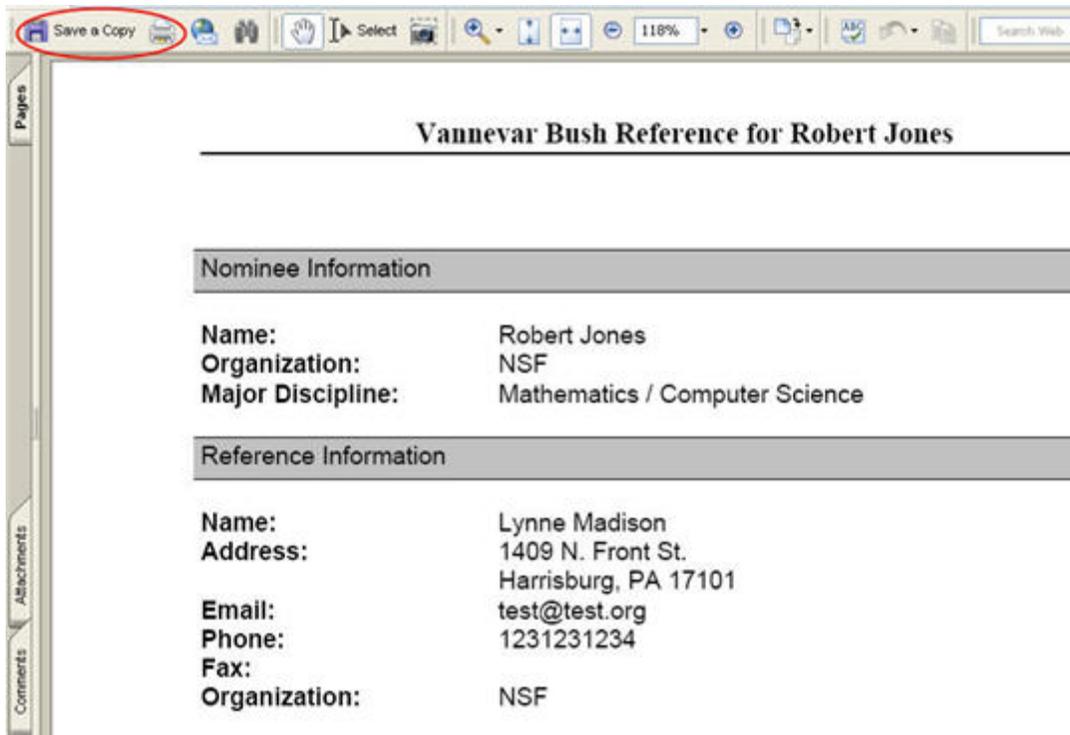
**Reference Letter Text**

Please type or cut and paste your reference letter here.

**3** **SUBMIT REFERENCE** [Edit](#)

**Figure 1 View Entire Reference screen. The View PDF link is circled.**

2. On the **View Entire Reference** screen (Figure 1), click **View PDF**. The reference displays in PDF format in a new window (Figure 2).



**Figure 2 Reference in PDF format in a new window. The Save and Print icons are circled.**

3. Click the **Save** icon (Figure 2) to save the reference to your computer.
4. Click the **Print** icon (Figure 2) to print the reference.

## **Public Service Award**

### **National Science Board Public Service Award Introduction**

The National Science Board Public Service Award is given annually in recognition of people and organizations who have increased the public understanding of science or engineering.

You have the following options in preparing a Public Service Award:

- [View the award criteria](#)
- [Find background information on the award](#)
- [Get the listing of the award's past winners](#)
- [Prepare a nomination for an individual for the award](#)
- [Prepare a nomination for a group for the award](#)

## View Award Criteria for Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2).

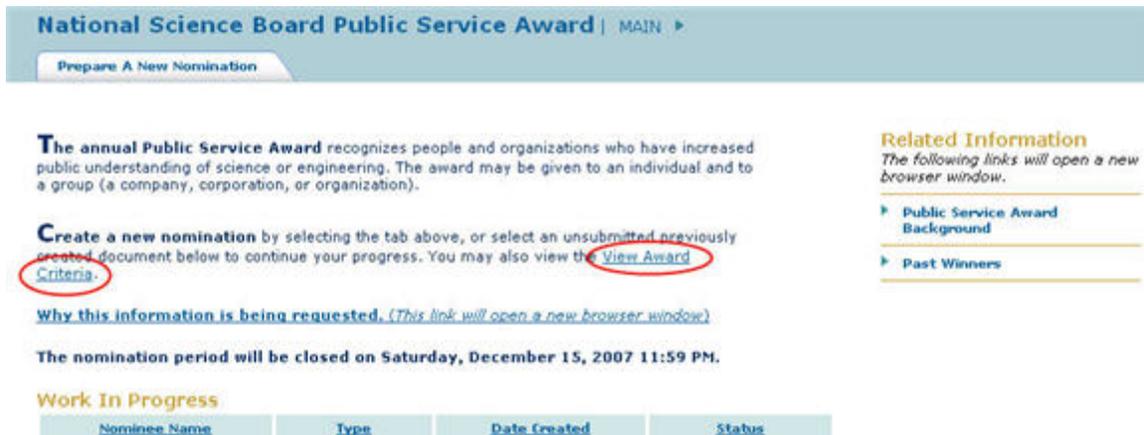


Figure 2 National Science Board Public Service Award screen. The View Award Criteria link is circled.

3. Click **View Award Criteria** (Figure 2). The **Award Selection Criteria** screen displays (Figure 3) with the formal criteria for the award.

### Award Selection Criteria

---

▪ Candidates for the individual and group (company, corporation, or organization) award must have made contributions to public service in areas other than research, and should meet one or more of the following:

- a. Increased the public's understanding of the processes of science and engineering through scientific discovery, innovation, and its communication to the public.
- b. Encouraged others to help raise the public understanding of science and technology
- c. Promoted the engagement of scientists and engineers in public outreach and scientific literacy
- d. Contributed to the development of broad science and engineering policy and its support
- e. Influenced and encouraged the next generation of scientists and engineers
- f. Achieved broad recognition outside of the candidate's area of specialization
- g. Fostered awareness of science and technology among broad segments of the population

▪ **All nominations must be in conformance with the eligibility requirements stated above. All nominations and renominations must be submitted no later than 11:59 PM Saturday, December 15, 2007.**

**Figure 3 Award Selection Criteria screen.**

## Find Background Information on Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



**Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.**

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2).



**Figure 2 National Science Board Public Service Award screen. The Public Service Award Background link is circled.**

3. Click **Public Service Award Background** (Figure 2). The **Public Service Award** screen displays (Figure 3) in a new window with the background information on the award.

The screenshot displays the National Science Board (NSB) website. At the top, there is a dark blue header with the NSB logo on the left and the text "National Science Board" in white. Below the header is a navigation menu with tabs for "Overview", "Members", "Meetings/Agendas", "Documents", "Committees", and "Honorary Awards". The "Honorary Awards" tab is selected. On the left side, there is a vertical sidebar with a blue background and white text, listing various awards: "Vannevar Bush", "Public Service", "A.T. Waterman", "Medal of Science", and "NSB Nominations". The "Public Service" award is highlighted. The main content area has a white background and contains the following text: "Last Updated: 10/14/2005", the title "Public Service Award", the text "The deadline for nominations is December 15, 2005", a link "Link to Award Recipients", and a paragraph describing the award: "The National Science Board (NSB) established the Public Service Award in November 1996. The annual award recognizes people and organizations who have increased the public understanding of science or engineering. The award may be given to an individual and to a group (company, corporation or organization), but not to members of the U.S. Government." Below this is a section titled "Eligibility" with the text: "Any individual or group (company, corporation or organization) that has increased the public understanding of science or engineering is eligible for the award. Members of the U.S. Government are not eligible for consideration."

Figure 3 Public Service Award screen.

## Past Winners of the Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



**Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.**

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2).



**Figure 2 National Science Board Public Service Award screen. The Past Winners link is circled.**

3. Click **Past Winners** (Figure 2). The **Public Service Award Recipients** screen displays (Figure 3) in a new window.

**NSB** National Science Board

Overview | Members | Meetings/Agendas | Documents | Committees | **Honorary Awards**

Last Updated: 10/04/2005

Vannevar Bush  
Public Service  
A.T. Waterman  
Medal of Science  
NSB Nominations

### Public Service Award

**Recipients: 1998-2005**

[2005](#) | [2004](#) | [2003](#) | [2002](#) | [2001](#) | [2000](#) | [1999](#) | [1998](#)

**2005**



**Ira Flatow**  
Host and Executive Producer,  
*Talk of the Nation: Science Friday* and Shirley  
Malcom, Chair, NSB Public Service Award  
Committee

"For promoting scientific interest and knowledge through his informative discussions on science, technology, health, space, and the environment through his weekly radio broadcast to a worldwide audience."

Figure 3 Public Service Award Recipients screen.

## Individual Nomination for Public Service Award

### Prepare an Individual Nomination for the Public Service Award

In preparing and submitting a nomination for the Public Service Award, you can conduct the following activities:

- [Complete the Individual Nomination Form](#)
- [Submit an individual nomination](#)
- [Save an individual nomination](#)
- [Edit a saved individual nomination](#)
- [View the individual nomination](#)
- [View the individual nomination in PDF](#)
- [Submit a saved individual nomination](#)

## Complete the Individual Nomination Form for the Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2).



Figure 2 National Science Board Public Service Award screen. The Prepare a New Nomination tab is circled.

- Click the **Prepare a Nomination** tab (Figure 2). The **Instructions for Preparing a Nomination** screen displays (Figure 3) with general instructions for completing the nomination.

### Instructions for Preparing a Nomination

---

To proceed to the nomination entry form, you must first familiarize yourself with the award criteria by clicking the 'view award criteria' button at the bottom of the page. You may also find it useful to review nomination information requirements ([View Nomination Form Description](#)) before proceeding.

- There are four steps in the nomination creation process for the Public Service Award (individual nomination) and three steps for group nominations. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step of the nomination. Fields marked with an asterisk (\*) are mandatory. Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the nomination can be accessed from the Public Service Award homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your nomination to the Public Service Award Committee Manager for review.
- You may copy and paste unformatted text from documents on your computer into any text fields you see on the online nomination forms. Please note that copying text from word processing applications such as Microsoft Word may insert characters that are not recognized by standard HTML character sets. To convert a document into ASCII text, you may specify the "text only" option when saving your document.
- Nominations deemed acceptable by the award officers may be carried over for a period of three years, including the year of nomination. After that time, it is possible to renominate the candidate for later consideration, if he or she is still eligible.
- **Note:** A nomination cannot be changed once it has been submitted. If revisions are required, please contact Honorary Awards Specialist, Ann Noonan.

**Figure 3 Instructions for Preparing a Nomination screen. The View Nomination Form Description link is circled.**

- To see the form requirements, click **View Nomination Form Description** (Figure 3). The **Nomination Form Description** screen displays (Figure 4) with a listing of all the components of the Nomination Form.



### Nomination Form Description

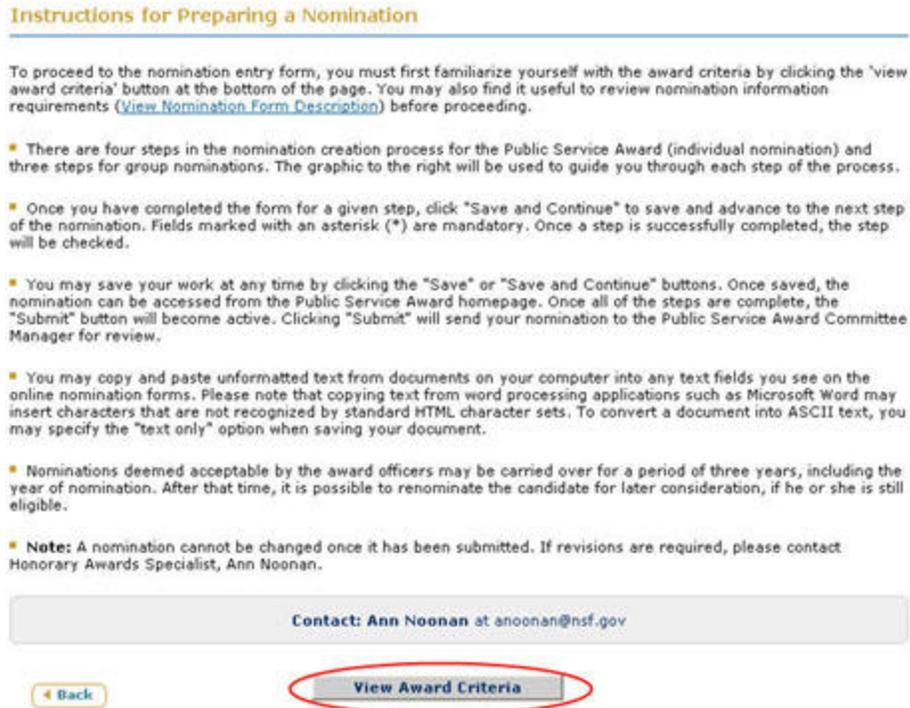
---

The following bullet points describe the Public Service Award nomination form. As a nominator, you may expect to spend approximately 15 hours researching and preparing an effective Public Service Award nomination.

- There are four sections to the individual nomination form and three sections to the group nomination form. You will be asked to enter information about the nominee, curriculum vita for individual nominees and a narrative regarding the nominee's work.
- The first section pertains to the nominee's contact information. You are required to enter the following information (required fields are indicated by \*):
  - Group Name / Individual Nominee First Name & Last Name \*
  - Contact First Name & Contact Last Name \* (for group nominees only)
  - Address \*
  - Email
  - Phone Number \*
- The second section covers the nominee's curriculum vita (individual nomination only). You must enter the nominee's curriculum vita information.
- The third section (second section for group nominations) is a free-text narrative statement which covers the nominee's qualifications for the Public Service Award. The statement should be no more than 2000 words.
- The last section contains the Submit button. This section will not be available until you have correctly entered and saved required data in the other sections.

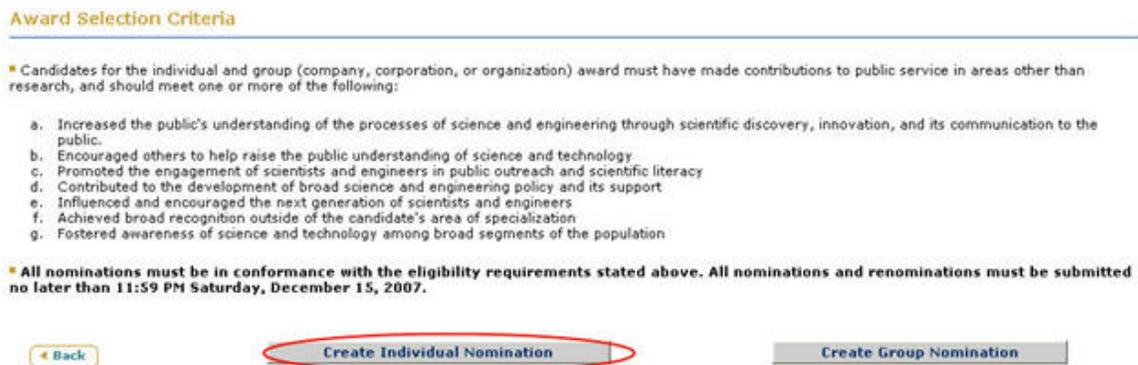
**Figure 4 Nomination Form Description screen. The Back link is circled.**

5. Click the **Back** button (Figure 4). The **Instructions for Preparing a Nomination** screen displays (Figure 5).



**Figure 5 Instructions for Preparing a Nomination screen. The View Award Criteria button is circled.**

6. Click the **View Award Criteria** button (Figure 5). The **Award Selection Criteria** displays (Figure 6).



**Figure 6 Award Selection Criteria screen. The Create Individual Nomination button is circled.**

7. Click the **Create Individual Nomination** button (Figure 6). The **Nomination Form** screen displays (Figure 7) with the **Nomination Information** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

*\* Required Field*

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name:  \* Last Name:

\* Address:

\* City:  State:  Zip:

International Postal Code:

\* Country:

Email:

\* Phone Number:  (no dashes or spaces)

\* Organization:

**2 CURRICULUM VITA**

**3 NARRATIVE**

**4 SUBMIT NOMINATION**

**Figure 7 Nominee Information section of the Nomination Form screen. The Save and Continue button is circled.**

8. In the **Nomination Information** section (Figure 7), enter the following information about the nominee in the appropriate boxes:
  - First name
  - Last name
  - Address
  - City
  - State
  - Zip Code
  - International postal code (optional)
  - Country
  - Email address (optional)
  - Phone number
  - Organization
9. Click the **Save and Continue** button (Figure 7). The **Nomination Form** screen displays (Figure 8) with the **Curriculum Vita** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1 NOMINEE INFORMATION

2 CURRICULUM VITA

\* Required Field

\* **Curriculum Vita**  
Please enter the curriculum vita of the nominee for this award. This text can be cut from other documents and pasted in the space below. (Please limit to approximately two pages worth of text).

Please type or cut and paste the curriculum vita of the nominee.

Save Save and Continue

3 NARRATIVE

4 SUBMIT NOMINATION

The image shows a web-based nomination form. At the top, a message states: "New data will only be saved if you click the 'Save' or 'Save and Continue' buttons." Below this is a progress bar with four steps: 1. NOMINEE INFORMATION, 2. CURRICULUM VITA, 3. NARRATIVE, and 4. SUBMIT NOMINATION. Step 2, "CURRICULUM VITA", is the active section. It is marked as a "Required Field" and contains a heading "Curriculum Vita" with instructions: "Please enter the curriculum vita of the nominee for this award. This text can be cut from other documents and pasted in the space below. (Please limit to approximately two pages worth of text)." Below the instructions is a large text input area with the placeholder text "Please type or cut and paste the curriculum vita of the nominee." At the bottom of the form, there are two buttons: "Save" and "Save and Continue". The "Save and Continue" button is circled in red. Below the buttons, the progress bar shows steps 3 "NARRATIVE" and 4 "SUBMIT NOMINATION".

**Figure 8 Curriculum Vita section of the Nomination Form screen. The Save and Continue button is circled.**

10. Type or copy and paste the curriculum vita of the nominee.
11. Click the **Save and Continue** button (Figure 8). (You can also click the **Save** button to save the form to complete it later.) The **Nomination Form** screen displays (Figure 9) with the **Narrative** section opened.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

The screenshot shows a web interface for a nomination form. At the top, a message states: "New data will only be saved if you click the 'Save' or 'Save and Continue' buttons." Below this are three horizontal navigation bars: "1 NOMINEE INFORMATION", "2 CURRICULUM VITA", and "3 NARRATIVE". The "NARRATIVE" bar is selected. Below the navigation bars, there is a "Required Field" indicator. The main section is titled "Narrative" and contains the instruction: "Please enter a narrative statement describing the nominee's qualifications for this award. This statement can be cut from other documents and pasted in the space below. (Please limit to approximately two pages worth of text)." Below the instruction is a large text input area with the placeholder text: "Pleaset type or cut and paste a narrative statement about the nominee."

**Figure 9 Narrative section of the Nomination Form screen.**

12. In the **Narrative** text box (Figure 9), type or copy and paste the nominee's qualifications for the award.
13. Click the Save and Continue button (Figure 8). The **Nomination Form** displays with the **Submit Nomination** section open.

You have now completed the Nomination form. You have these options:

- Save the nomination to edit it or submit it later
- Submit the nomination

## Submit an Individual Nomination for the Public Service Award

1. Access the **Nomination Form** screen (Figure 1) with the **Submit Nomination** section open (see [Complete the Nomination Form](#)).

Prepare A New Nomination

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1 NOMINEE INFORMATION

2 CURRICULUM VITA

3 NARRATIVE

4 SUBMIT NOMINATION

\* Required Field

You have completed all of the steps necessary to submit this nomination. If you are ready to submit, you may click 'Submit'. If you would like to continue editing the nomination, you may navigate to any of the steps by clicking on the banner links.

Submit

Figure 1 Nomination Form screen. The Submit button is circled.

2. Click the **Submit** button (Figure 1). The **Confirm Award Nomination Submission** screen displays (Figure 2).

CONFIRM | Award Nomination Submission

You have requested to submit the following nomination to the Public Service Award Committee for review. If you are satisfied with the nomination, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

The information on this nomination is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.

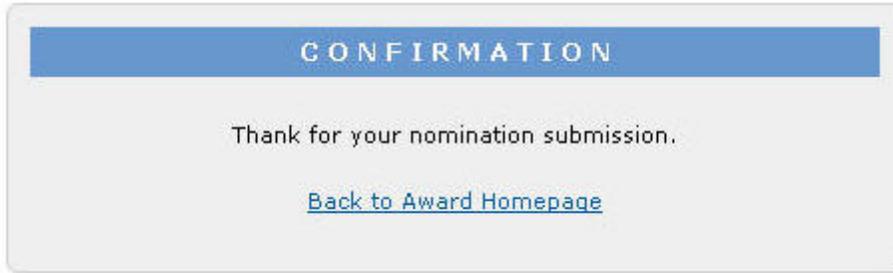
Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact Honorary Awards Specialist, Ann Noonan at [anoonan@nsf.gov](mailto:anoonan@nsf.gov).

Confirm Cancel

VIEW | Entire Nomination for Sarah Johnson

Figure 2 Confirm Award Nomination Submission screen. The Confirm button is circled.

3. Click the **Confirm** button (Figure 2). The **Confirmation** screen displays (Figure 3) with the message that the nomination has been submitted.



**Figure 3 Confirmation screen.**

4. Click the **Back to Award Homepage** (Figure 3). The **Public Service Award** screen displays (Figure 4) with the nomination listed with the status of **Submitted**.



**Figure 4 Public Service Award screen with the nomination listed with the status of Submitted.**

## Save an Individual Nomination for the Public Service Award

After you have completed at least the first section of a nomination, you can save it for future work.

1. Access the **Nomination Form** screen (Figure 1) and complete at least the first section of the nomination (see [Complete the Nomination Form](#)).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

### NOMINEE INFORMATION

*\* Required Field*

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name: Sarah      \* Last Name: Johnson

\* Address: 888 Wilson Blvd.

\* City: Arlington      State: Virginia      Zip: 22201

International Postal Code:

\* Country: United States

Email:

\* Phone Number: 5551231234 *(no dashes or spaces)*

\* Organization: NSF

**Save and Continue**

2 CURRICULUM VITA

3 NARRATIVE

4 SUBMIT NOMINATION

**Figure 1** Nomination Form screen open to the Nominee Information section. The Save and Continue button is circled.

2. On the **Nomination Form** screen (Figure 1), click the **Save and Continue** button. The nomination is saved and is now listed on the **National Science Board Public Service Award** screen (Figure 2) with the status of **In Progress**.

**National Science Board Public Service Award** | [MAIN](#) ▶

[Prepare A New Nomination](#)

**The annual Public Service Award** recognizes people and organizations who have increased public understanding of science or engineering. The award may be given to an individual and to a group (a company, corporation, or organization).

**Create a new nomination** by selecting the above tab, or select a previously created document below to continue your progress.

[Why this information is being requested.](#) *(This link will open a new browser window)*

**The nomination period will be closed on Saturday, December 15, 2007 11:59 PM.**

**Work In Progress**

<a href="#">Nominee Name</a>	<a href="#">Type</a>	<a href="#">Date Created</a>	<a href="#">Status</a>
<a href="#">Sarah Johnson</a>	Individual Nomination	May 21, 2007	In Progress

**Figure 2** National Science Board Public Service Award screen with the saved nomination listed with the status of In Progress.

## Edit a Saved Individual Nomination for the Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).

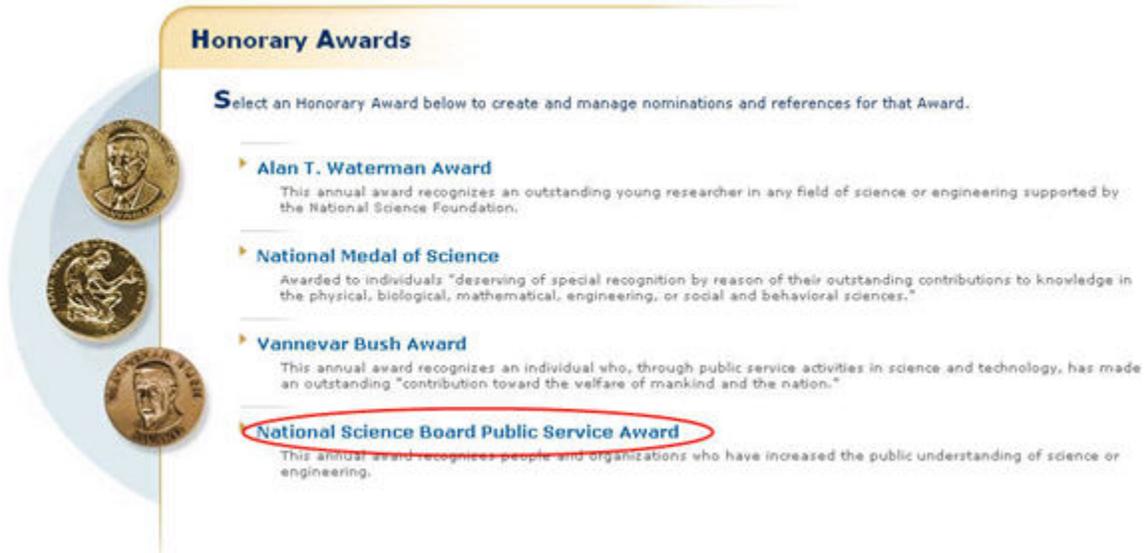


Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2) with the saved nomination listed in the **Work in Progress** section.

**National Science Board Public Service Award** | MAIN ▶

Prepare A New Nomination

**The annual Public Service Award** recognizes people and organizations who have increased public understanding of science or engineering. The award may be given to an individual and to a group (a company, corporation, or organization).

**Create a new nomination** by selecting the above tab, or select a previously created document below to continue your progress.

[Why this information is being requested.](#) (This link will open a new browser window)

The nomination period will be closed on Saturday, December 15, 2007 11:59 PM.

**Work In Progress**

Nominee Name	Type	Date Created	Status
<a href="#">Sarah Johnson</a>	Individual Nomination	May 21, 2007	In Progress

**Figure 2 National Science Board Public Service Award screen. The link to the saved nomination is circled.**

- Click the nomination title (Figure 3). The **Nomination Form** screen displays (Figure 3) with the **Nominee Information** section open. On this screen, you can edit any section by clicking on the section title and then clicking the **Save and Continue** button or the **Save** button (see [Complete the Nomination Form](#), Step 8 through Step 12, for detailed instructions on each section).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name:       \* Last Name:

\* Address:

\* City:       State:       Zip:

International Postal Code:

\* Country:

Email:

\* Phone Number:  (no dashes or spaces)

\* Organization:

**2 CURRICULUM VITA**

**3 NARRATIVE**

**4 SUBMIT NOMINATION**

**Figure 3 Nomination Form screen with the Nomination Information section open.**

## View an Individual Nomination for the Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2).



Figure 2 National Science Board Public Service Award screen. The link to the saved nomination is circled.

- Click the nomination title (Figure 3). The **Nomination Form** screen displays (Figure 3).

**National Science Board Public Service Award** | MAIN ▶

Prepare A New Nomination

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name: Sarah      \* Last Name: Johnson

\* Address: 888 Wilson Blvd.

\* City: Arlington      State: Virginia      Zip: 22201

International Postal Code:

\* Country: United States

Email:

\* Phone Number: 5551231234 (no dashes or spaces)

\* Organization: NSF

Save and Continue

2 CURRICULUM VITA

3 NARRATIVE

4 SUBMIT NOMINATION

**Figure 3** Nomination Form screen. The View Saved Nomination link is circled.

- Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 4). You can edit from this screen also by clicking the **Edit** button for any section (see Complete the Nomination Form, Step 8 through Step 12, for detailed instructions on each section).

**Prepare A New Nomination**

[Back](#)  [View PDF](#) To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

**VIEW | Entire Nomination for Sarah Johnson**

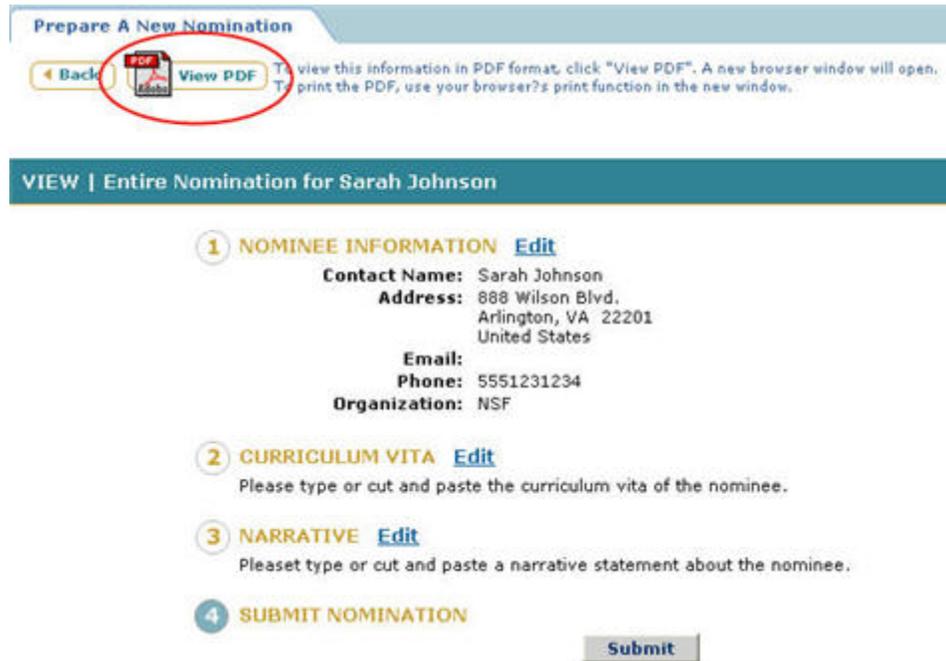
- 1 NOMINEE INFORMATION** [Edit](#)  
**Contact Name:** Sarah Johnson  
**Address:** 888 Wilson Blvd.  
Arlington, VA 22201  
United States  
**Email:**  
**Phone:** 5551231234  
**Organization:** NSF
- 2 CURRICULUM VITA** [Edit](#)  
Please type or cut and paste the curriculum vita of the nominee.
- 3 NARRATIVE** [Edit](#)  
Please type or cut and paste a narrative statement about the nominee.
- 4 SUBMIT NOMINATION**

[Submit](#)

Figure 4 View Entire Nomination screen.

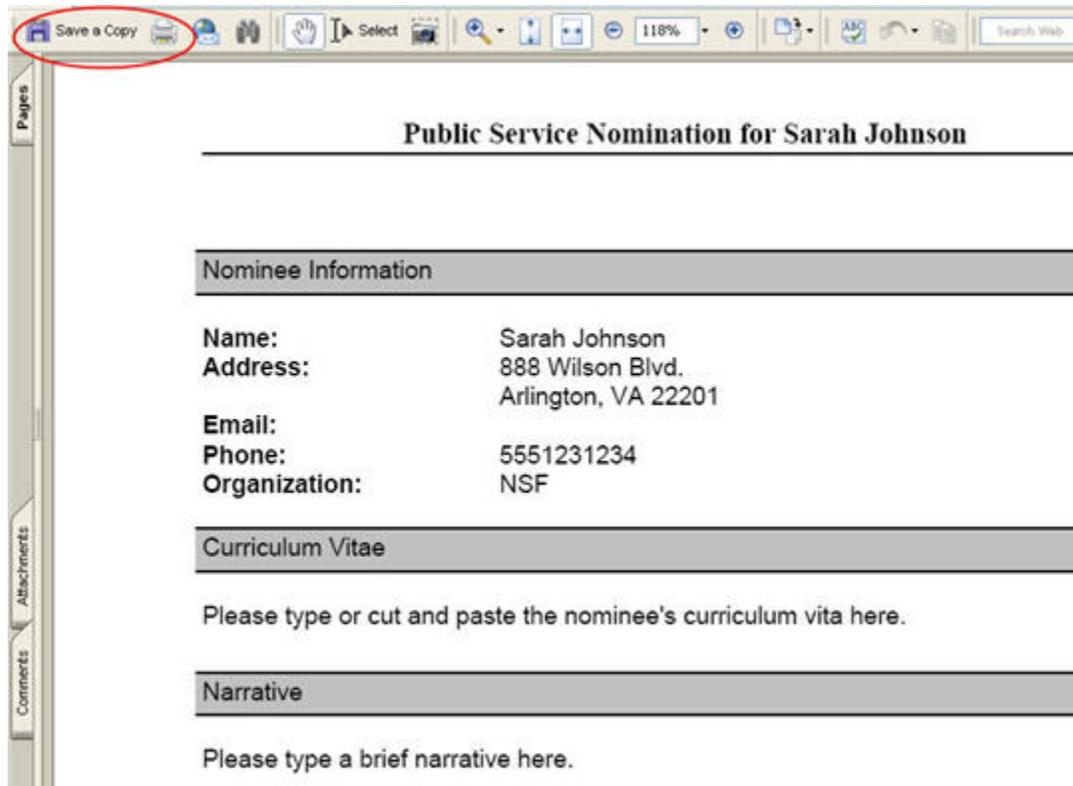
## View an Individual Nomination in PDF for the Public Service Award

1. Access the **View Entire Nomination** screen (Figure 1) (see [View an Individual Nomination](#)).



**Figure 1** View Entire Nomination screen. The View PDF link is circled.

2. On the **View Entire Nomination** screen (Figure 1), click **View PDF**. The nomination displays in PDF format in a new window (Figure 2).



**Figure 2 Nomination in PDF format in a new window. The Save and Print icons are circled.**

3. Click the **Save** icon (Figure 2) to save the nomination to your computer.
4. Click the **Print** icon (Figure 2) to print the nomination.

## Submit a Saved Individual Nomination for the Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



**Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.**

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2) with the saved nomination in the **Work in Progress** section.



**Figure 2 National Science Board Public Service Award screen. The link to the saved nomination is circled.**

3. Click the nomination title (Figure 3). The **Nomination Form** screen displays (Figure 3).

**National Science Board Public Service Award** | MAIN ▶

Prepare A New Nomination

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**NOMINEE INFORMATION**

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* First Name: Sarah \* Last Name: Johnson

\* Address: 888 Wilson Blvd.

\* City: Arlington State: Virginia Zip: 22201

International Postal Code:

\* Country: United States

Email:

\* Phone Number: 5551231234 (no dashes or spaces)

\* Organization: NSF

Save and Continue

2 CURRICULUM VITA

3 NARRATIVE

4 SUBMIT NOMINATION

**Figure 3 Nomination Form screen. The View Saved Nomination link is circled.**

4. Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 4).

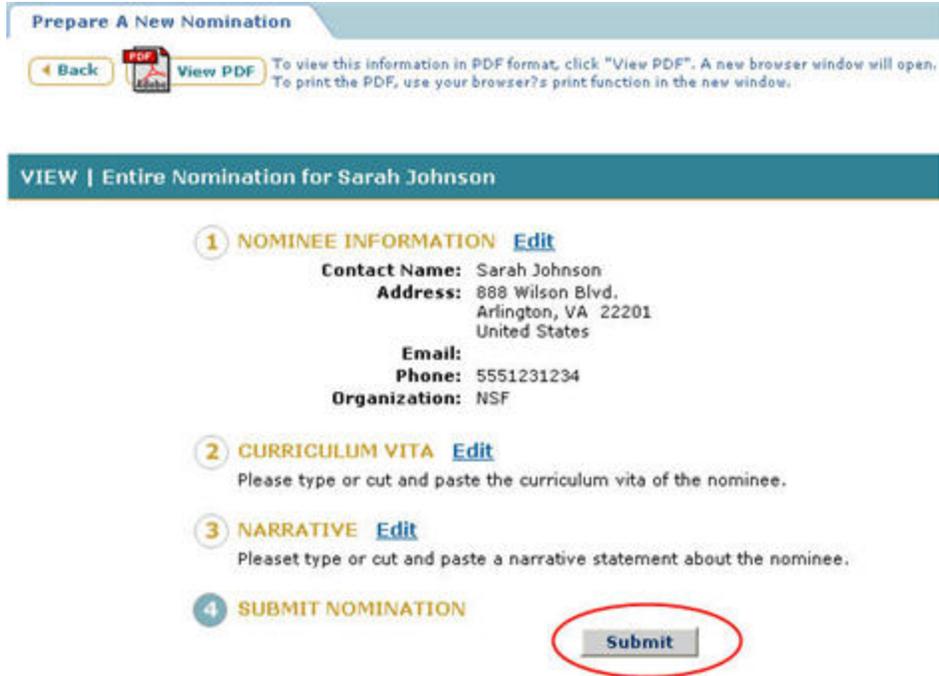


Figure 4 View Entire Nomination screen. The Submit button is circled.

5. Click the **Submit** button (Figure 4). The **Confirm Award Nomination Submission** screen displays (Figure 5).



Figure 5 Confirm Award Nomination Submission screen. The Confirm button is circled.

6. Click the **Confirm** button (Figure 5). The **Confirmation** screen displays (Figure 6) with the message that the nomination has been submitted.

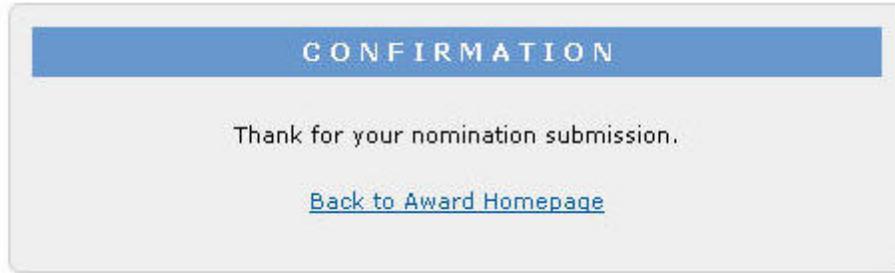


Figure 6 Confirmation screen.

7. Click **Back to Award Homepage** (Figure 6). The **National Science Board Public Service Award** screen displays (Figure 7) with the nomination listed with the status **Submitted**.



Figure 7 National Science Board Public Service Award screen with the nomination now listed with the status of Submitted.

## Group Nomination for Public Service Award

### Prepare a Group Nomination for the Public Service Award

In preparing and submitting a group nomination for the Public Service Award, you can conduct the following activities:

- [Complete the Group Nomination Form](#)
- [Submit a group nomination](#)
- [Save a group nomination](#)
- [Edit a saved group nomination](#)
- [View the entire group nomination](#)
- [View the group nomination in PDF](#)
- [Submit a saved group nomination](#)

## Complete the Group Nomination Form for the Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Register for Honorary Awards](#) or [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2).



Figure 2 National Science Board Public Service Award screen. The Prepare a New Nomination tab is circled.

- Click the **Prepare a Nomination** tab (Figure 2). The **Instructions for Preparing a Nomination** screen displays (Figure 3) with general instructions for completing the nomination.

### Instructions for Preparing a Nomination

---

To proceed to the nomination entry form, you must first familiarize yourself with the award criteria by clicking the 'view award criteria' button at the bottom of the page. You may also find it useful to review nomination information requirements ([View Nomination Form Description](#)) before proceeding.

- There are four steps in the nomination creation process for the Public Service Award (individual nomination) and three steps for group nominations. The graphic to the right will be used to guide you through each step of the process.
- Once you have completed the form for a given step, click "Save and Continue" to save and advance to the next step of the nomination. Fields marked with an asterisk (\*) are mandatory. Once a step is successfully completed, the step will be checked.
- You may save your work at any time by clicking the "Save" or "Save and Continue" buttons. Once saved, the nomination can be accessed from the Public Service Award homepage. Once all of the steps are complete, the "Submit" button will become active. Clicking "Submit" will send your nomination to the Public Service Award Committee Manager for review.
- You may copy and paste unformatted text from documents on your computer into any text fields you see on the online nomination forms. Please note that copying text from word processing applications such as Microsoft Word may insert characters that are not recognized by standard HTML character sets. To convert a document into ASCII text, you may specify the "text only" option when saving your document.
- Nominations deemed acceptable by the award officers may be carried over for a period of three years, including the year of nomination. After that time, it is possible to renominate the candidate for later consideration, if he or she is still eligible.
- **Note:** A nomination cannot be changed once it has been submitted. If revisions are required, please contact Honorary Awards Specialist, Ann Noonan.

**Figure 3 Instructions for Preparing a Nomination screen. The View Nomination Form Description link is circled.**

- To see the form requirements, click **View Nomination Form Description** (Figure 3). The **Nomination Form Description** screen displays (Figure 4) with a listing of all the components of the Nomination Form.



### Nomination Form Description

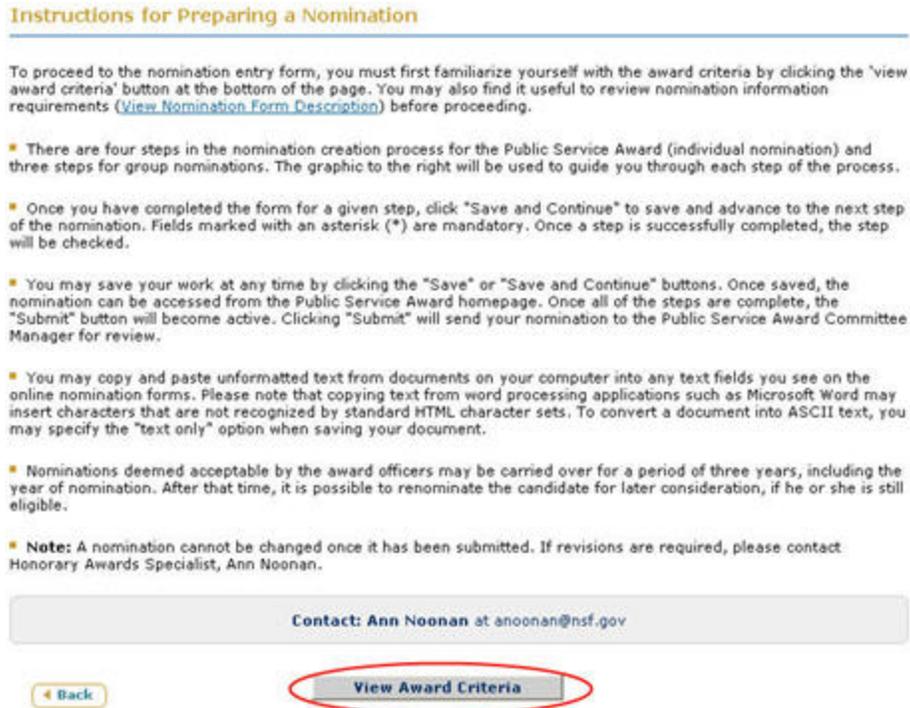
---

The following bullet points describe the Public Service Award nomination form. As a nominator, you may expect to spend approximately 15 hours researching and preparing an effective Public Service Award nomination.

- There are four sections to the individual nomination form and three sections to the group nomination form. You will be asked to enter information about the nominee, curriculum vita for individual nominees and a narrative regarding the nominee's work.
- The first section pertains to the nominee's contact information. You are required to enter the following information (required fields are indicated by \*):
  - Group Name / Individual Nominee First Name & Last Name \*
  - Contact First Name & Contact Last Name \* (for group nominees only)
  - Address \*
  - Email
  - Phone Number \*
- The second section covers the nominee's curriculum vita (individual nomination only). You must enter the nominee's curriculum vita information.
- The third section (second section for group nominations) is a free-text narrative statement which covers the nominee's qualifications for the Public Service Award. The statement should be no more than 2000 words.
- The last section contains the Submit button. This section will not be available until you have correctly entered and saved required data in the other sections.

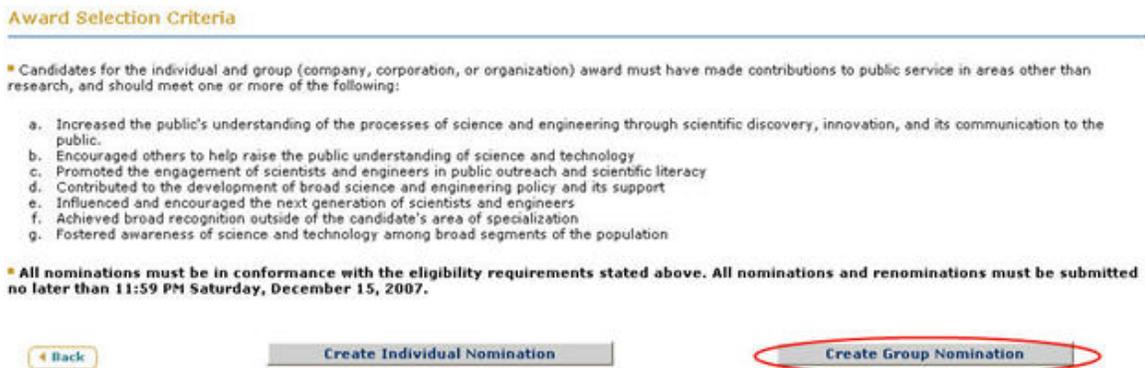
**Figure 4 Nomination Form Description screen. The Back link is circled.**

5. Click the **Back** button (Figure 4). The **Instructions for Preparing a Nomination** screen displays (Figure 5).



**Figure 5 Instructions for Preparing a Nomination screen. The View Award Criteria button is circled.**

6. Click the **View Award Criteria** button (Figure 5). The **Award Selection Criteria** displays (Figure 6).



**Figure 6 Award Selection Criteria screen. The Create Group Nomination button is circled.**

7. Click the **Create Group Nomination** button (Figure 6). The **Nomination Form** screen displays (Figure 7) with the **Nomination Information** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1 NOMINEE INFORMATION

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

Group Name:

Contact First Name:       Contact Last Name:

Address:

City:       State:       Zip:

International Postal Code:

Country:

Email:

Phone Number:  (no dashes or spaces)

Organization:

2 NARRATIVE

3 SUBMIT NOMINATION

**Figure 7 Nominee Information section of the Nomination Form screen. The Save and Continue button is circled.**

8. In the **Nomination Information** section (Figure 7), enter the following information about the nominee in the appropriate boxes:
  - Group name
  - Contact first name
  - Contact last name
  - Address
  - City
  - State
  - Zip Code
  - Country
  - Email address (optional)
  - Phone number
  - Organization
9. Click the **Save and Continue** button (Figure 7). (You can also click the **Save** button to save the form to complete later.) The **Nomination Form** screen displays (Figure 8) with the **Narrative** section open.

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1 NOMINEE INFORMATION

2 NARRATIVE

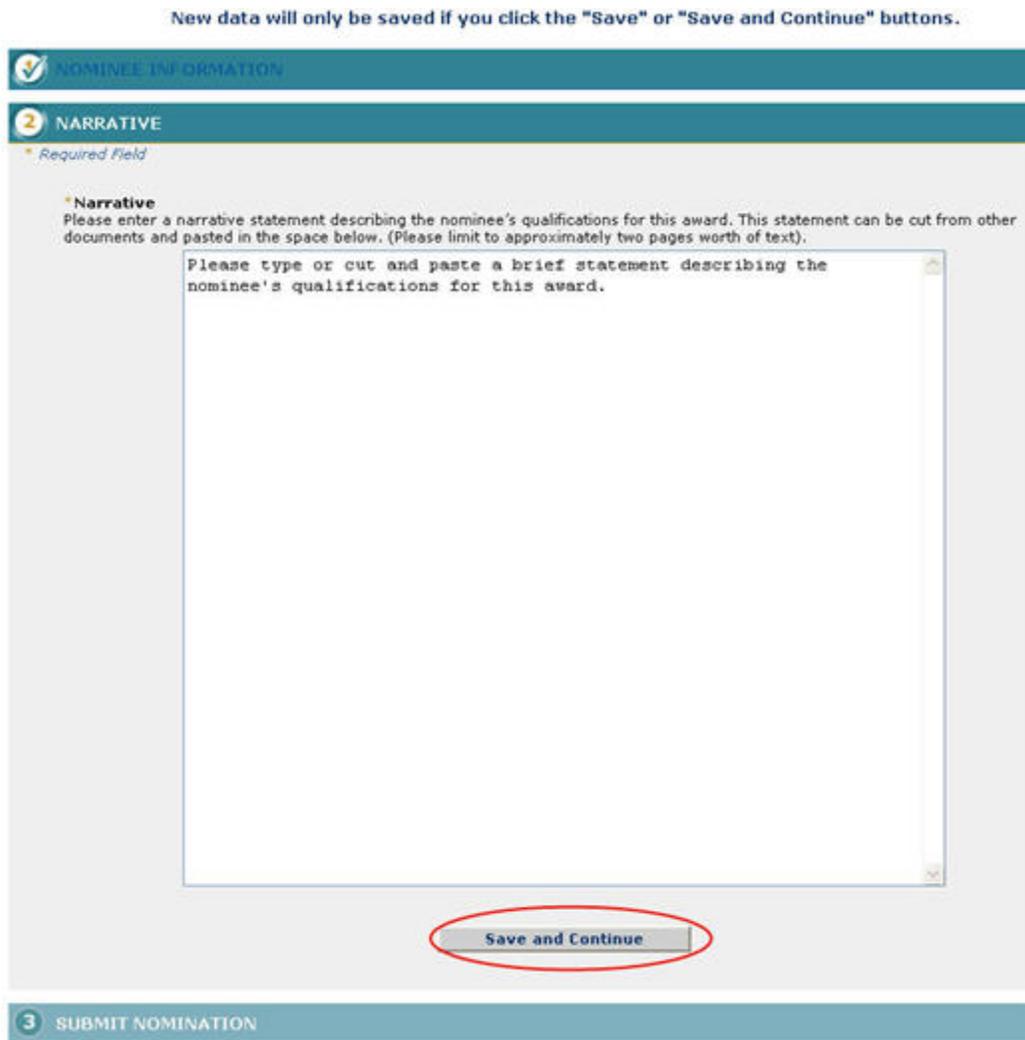
\* Required Field

\* **Narrative**  
Please enter a narrative statement describing the nominee's qualifications for this award. This statement can be cut from other documents and pasted in the space below. (Please limit to approximately two pages worth of text).

Please type or cut and paste a brief statement describing the nominee's qualifications for this award.

Save and Continue

3 SUBMIT NOMINATION

The image shows a web-based nomination form. At the top, a message states: "New data will only be saved if you click the 'Save' or 'Save and Continue' buttons." Below this is a progress bar with three steps: "1 NOMINEE INFORMATION", "2 NARRATIVE", and "3 SUBMIT NOMINATION". The "2 NARRATIVE" step is currently active. Underneath, there is a red asterisk and the text "\* Required Field". A bolded heading "\* Narrative" is followed by instructions: "Please enter a narrative statement describing the nominee's qualifications for this award. This statement can be cut from other documents and pasted in the space below. (Please limit to approximately two pages worth of text)." Below the instructions is a large, empty text input area with a scroll bar. At the bottom of the form, a button labeled "Save and Continue" is circled in red. The "3 SUBMIT NOMINATION" step is visible at the very bottom of the screen.

**Figure 8 Narrative section of the Nomination Form screen. The Save and Continue button is circled.**

10. In the **Narrative** text box (Figure 9), type or copy and paste the nominee's qualifications for the award.
11. Click the Save and Continue button (Figure 8). The **Nomination Form** displays with the **Submit Nomination** section open.

You have now completed the Nomination form. You have these options:

- Save the nomination to edit it or submit it later
- Submit the nomination

## Submit a Group Nomination for the Public Service Award

1. Access the **Nomination Form** screen (Figure 1) with the **Submit Nomination** section open (see Complete the Nomination Form).

Prepare A New Nomination

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1 NOMINEE INFORMATION

2 NARRATIVE

3 SUBMIT NOMINATION

\* Required Field

You have completed all of the steps necessary to submit this nomination. If you are ready to submit, you may click "Submit". If you would like to continue editing the nomination, you may navigate to any of the steps by clicking on the banner links.

Submit

**Figure 1 Nomination Form screen. The Submit button is circled.**

2. Click the **Submit** button (Figure 1). The **Confirm Award Nomination Submission** screen displays (Figure 2).

CONFIRM | Award Nomination Submission

You have requested to submit the following nomination to the Public Service Award Committee for review. If you are satisfied with the nomination, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

The information on this nomination is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.

**Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact Honorary Awards Specialist, Ann Noonan at [anoonan@nsf.gov](mailto:anoonan@nsf.gov).**

Confirm Cancel

VIEW | Entire Nomination for NSF

1 NOMINEE INFORMATION

**Name:** NSF  
**Address:** 4201 Wilson Blvd.  
 Arlington, VA 22230  
 US

**Figure 2 Confirm Award Nomination Submission screen. The Confirm button is circled.**

3. Click the **Confirm** button (Figure 2). The **Confirmation** screen displays (Figure 3) with the message that the nomination has been submitted.

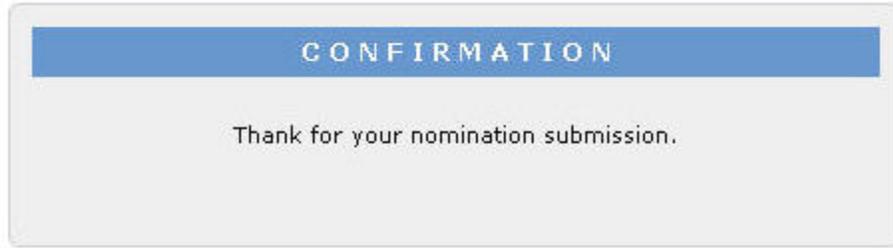


Figure 3 Confirmation screen.

- Click the **Back to Award Homepage** (Figure 3). The **National Science Board Public Service Award** screen displays (Figure 4) with the nomination listed with the status of **Submitted**.



Figure 4 National Science Board Public Service Award screen with the nomination listed with the status of Submitted.

## Save a Group Nomination for the Public Service Award

After you have completed at least the first section of a nomination, you can save it for future work.

1. Access the **Nomination Form** screen (Figure 1) and complete at least the first section of the nomination (see [Complete the Nomination Form](#)).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1
NOMINEE INFORMATION

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* Group Name:

\* Contact First Name:

\* Contact Last Name:

\* Address:

\* City:

State:

Zip:

International Postal Code:

\* Country:

Email:

\* Phone Number:  (no dashes or spaces)

\* Organization:

2
NARRATIVE

3
SUBMIT NOMINATION

**Figure 1** Nomination Form screen open to the Nominee Information section. The Save and Continue button is circled.

2. On the **Nomination Form** screen (Figure 1), click the **Save and Continue** button. The nomination is saved and is now listed on the **National Science Board Public Service Award** screen (Figure 2) with the status of **In Progress**.

**National Science Board Public Service Award** | [MAIN](#) ▶

[Prepare A New Nomination](#)

**The annual Public Service Award** recognizes people and organizations who have increased public understanding of science or engineering. The award may be given to an individual and to a group (a company, corporation, or organization).

**Create a new nomination** by selecting the above tab, or select a previously created document below to continue your progress.

[Why this information is being requested.](#) *(This link will open a new browser window)*

**The nomination period will be closed on Saturday, December 15, 2007 11:59 PM.**

**Work In Progress**

<a href="#">Nominee Name</a>	<a href="#">Type</a>	<a href="#">Date Created</a>	<a href="#">Status</a>
Sarah Johnson	Individual Nomination	May 21, 2007	<b>Submitted</b>
<a href="#">Sarah Johnson</a>	Individual Nomination	May 21, 2007	In Progress
<a href="#">NSF</a>	Group Nomination	May 21, 2007	<b>In Progress</b>

**Figure 2 National Science Board Public Service Award screen with the saved nomination listed with the status of In Progress.**

## Edit a Saved Nomination for the Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2) with the saved nomination listed in the **Work in Progress** section.

**National Science Board Public Service Award** | MAIN ▶

Prepare A New Nomination

**The annual Public Service Award** recognizes people and organizations who have increased public understanding of science or engineering. The award may be given to an individual and to a group (a company, corporation, or organization).

**Create a new nomination** by selecting the above tab, or select a previously created document below to continue your progress.

[Why this information is being requested.](#) (This link will open a new browser window)

The nomination period will be closed on Saturday, December 15, 2007 11:59 PM.

**Work In Progress**

Nominee Name	Type	Date Created	Status
Sarah Johnson	Individual Nomination	May 21, 2007	Submitted
<a href="#">Sarah Johnson</a>	Individual Nomination	May 21, 2007	In Progress
<a href="#">NSF</a>	Group Nomination	May 21, 2007	In Progress

**Figure 2 National Science Board Public Service Award screen. The link to the saved nomination is circled.**

3. Click the nomination title (Figure 3). The **Nomination Form** screen displays (Figure 3) with the **Nominee Information** section open. On this screen, you can edit any section by clicking on the section title and then clicking the **Save and Continue** button or the **Save** button (see [Complete the Nomination Form](#), Step 8 through Step 12, for detailed instructions on each section).

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1** NOMINEE INFORMATION

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* Group Name: NSF

\* Contact First Name: John \* Contact Last Name: Smith

\* Address: 4201 Wilson Blvd.

\* City: Arlington State: Virginia Zip: 22230

International Postal Code:

\* Country: United States

**Figure 3 Nomination Form screen with the Nomination Information section open.**

## Submit a Saved Group Nomination for the Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



**Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.**

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2) with the saved nomination in the **Work in Progress** section.

**National Science Board Public Service Award** | MAIN ▶

[Prepare A New Nomination](#)

**The annual Public Service Award** recognizes people and organizations who have increased public understanding of science or engineering. The award may be given to an individual and to a group (a company, corporation, or organization).

**Create a new nomination** by selecting the above tab, or select a previously created document below to continue your progress.

[Why this information is being requested.](#) *(This link will open a new browser window)*

**The nomination period will be closed on Saturday, December 15, 2007 11:59 PM.**

**Work In Progress**

<a href="#">Nominee Name</a>	<a href="#">Type</a>	<a href="#">Date Created</a>	<a href="#">Status</a>
Sarah Johnson	Individual Nomination	May 21, 2007	<b>Submitted</b>
<a href="#">Sarah Johnson</a>	Individual Nomination	May 21, 2007	In Progress
<a href="#">NSF</a>	Group Nomination	May 21, 2007	In Progress

**Figure 2 National Science Board Public Service Award screen. The link to the saved nomination is circled.**

- Click the nomination title (Figure 3). The **Nomination Form** screen displays (Figure 3) with the **Nominee Information** section open.

**National Science Board Public Service Award** | MAIN ▶

[Prepare A New Nomination](#)

[Instructions For Nomination](#) | [Award Selection Criteria](#)

**New data will only be saved if you click the "Save" or "Save and Continue" buttons.**

**1 NOMINEE INFORMATION**

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* Group Name:

\* Contact First Name:  \* Contact Last Name:

\* Address:

\* City:  State:  Zip:

International Postal Code:

\* Country:

Email:

\* Phone Number:  *(no dashes or spaces)*

\* Organization:

**Save and Continue**

**2 NARRATIVE**

**3 SUBMIT NOMINATION**

**Figure 3 Nomination Form screen. The Save and Continue button is circled.**

4. Click the **Save and Continue** button (Figure 3). The **Narrative Form** section of the **Nomination Form** opens (Figure 4).

The screenshot shows a web interface for preparing a nomination. At the top, there is a navigation bar with the following links: "Prepare A New Nomination", "Instructions For Nomination", "Award Selection Criteria", and "View Saved Nomination". The "View Saved Nomination" link is circled in red. Below the navigation bar, a message states: "New data will only be saved if you click the 'Save' or 'Save and Continue' buttons." The main content area is titled "NARRATIVE" and includes a "Required Field" indicator. The "Narrative" section contains instructions: "Please enter a narrative statement describing the nominee's qualifications for this award. This statement can be cut from other documents and pasted in the space below. (Please limit to approximately two pages worth of text)." Below the instructions is a large text input area with the placeholder text "Please type or cut and paste narrative here." At the bottom of the form, there is a "Save and Continue" button.

**Figure 4 Narrative section of the Nomination Form screen. The View Saved Nomination link is circled.**

5. Click **View Saved Nomination** (Figure 3). The **View Entire Nomination** screen displays (Figure 5).

Prepare A New Nomination

[Back](#) [View PDF](#) To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

**VIEW | Entire Nomination for NSF**

**1 NOMINEE INFORMATION** [Edit](#)

**Group Name:** NSF  
**Name:** John Smith  
**Address:** 4201 Wilson Blvd.  
Arlington, VA 22230  
**Email:**  
**Phone:** 5551231234  
**Organization:** NSF

**2 NARRATIVE** [Edit](#)  
Please type or cut and paste a brief narrative here.

**3 SUBMIT NOMINATION**

**Submit**

Figure 5 View Entire Nomination screen. The Submit button is circled.

6. Click the **Submit** button (Figure 5). The **Confirm Award Nomination Submission** screen displays (Figure 6).

**CONFIRM | Award Nomination Submission**

■ You have requested to submit the following nomination to the Public Service Award Committee for review. If you are satisfied with the nomination, press "Confirm". Please be aware that pressing "Confirm" constitutes a digital signature, and indicates your agreement with the following statement:

The information on this nomination is solicited under the authority of the National Science Foundation Act of 1950, as amended, and will be used and disclosed to reviewers and possibly members of the National Science Board in connection with the selection of qualified applicants.

**Note: A nomination cannot be changed once it has been submitted. If revisions are required, please contact Honorary Awards Specialist, Ann Noonan at [anoonan@nsf.gov](mailto:anoonan@nsf.gov).**

**Confirm** **Cancel**

**VIEW | Entire Nomination for NSF**

**1 NOMINEE INFORMATION**

**Name:** NSF  
**Address:** 4201 Wilson Blvd.  
Arlington, VA 22230  
US

Figure 6 Confirm Award Nomination Submission screen. The Confirm button is circled.

7. Click the **Confirm** button (Figure 6). The **Confirmation** screen displays (Figure 7) with the message that the nomination has been submitted.

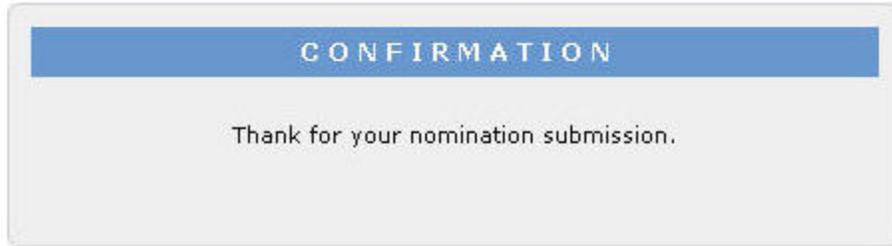


Figure 7 Confirmation screen.

8. Click **Back to Award Homepage** (Figure 6). The **National Science Board Public Service Award** screen displays (Figure 8) with the nomination listed with the status **Submitted**.



Figure 6 National Science Board Public Service Award screen with the nomination now listed with the status of Submitted.

## View a Group Nomination for the Public Service Award

1. Access the **Honorary Awards** screen (Figure 1) (see [Log In to Honorary Awards](#)).



Figure 1 Honorary Awards screen. The National Science Board Public Service Award link is circled.

2. On the **Honorary Awards** screen (Figure 1), click **National Science Board Public Service Award**. The **National Science Board Public Service Award** screen displays (Figure 2).

**National Science Board Public Service Award** | MAIN ▶

[Prepare A New Nomination](#)

**The annual Public Service Award** recognizes people and organizations who have increased public understanding of science or engineering. The award may be given to an individual and to a group (a company, corporation, or organization).

**Create a new nomination** by selecting the above tab, or select a previously created document below to continue your progress.

[Why this information is being requested.](#) *(This link will open a new browser window)*

**The nomination period will be closed on Saturday, December 15, 2007 11:59 PM.**

**Work In Progress**

Nominee Name	Type	Date Created	Status
Sarah Johnson	Individual Nomination	May 21, 2007	Submitted
<a href="#">Sarah Johnson</a>	Individual Nomination	May 21, 2007	In Progress
<a href="#">NSF</a>	Group Nomination	May 21, 2007	In Progress

**Figure 2 National Science Board Public Service Award screen. The link to the saved nomination is circled.**

3. Click the nomination title (Figure 3). The **Nomination Form** screen displays with the **Nominee Information** section open (Figure 3).

**National Science Board Public Service Award** | MAIN ▶

Prepare A New Nomination

[Instructions For Nomination](#) | [Award Selection Criteria](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

**1 NOMINEE INFORMATION**

\* Required Field

State and zip code are required fields for users within the United States and its territories. International postal code is required for users outside of the U.S.

\* Group Name: NSF

\* Contact First Name: John      \* Contact Last Name: Smith

\* Address: 4201 Wilson Blvd.

\* City: Arlington      State: Virginia      Zip: 22230

International Postal Code:

\* Country: United States

Email:

\* Phone Number: 5551231234 *(no dashes or spaces)*

\* Organization: NSF

**Save and Continue**

**2 NARRATIVE**

**3 SUBMIT NOMINATION**

**Figure 3 Nomination Form screen. The View Saved Nomination link is circled.**

4. Click the **Save and Continue** button (Figure 3). The **Narrative** section of the **Nomination Form** displays (Figure 4).

Prepare A New Nomination

[Instructions For Nomination](#) | [Award Selection Criteria](#) | [View Saved Nomination](#)

New data will only be saved if you click the "Save" or "Save and Continue" buttons.

1 NOMINEE INFORMATION

2 NARRATIVE

\* Required Field

\* Narrative  
Please enter a narrative statement describing the nominee's qualifications for this award. This statement can be cut from other documents and pasted in the space below. (Please limit to approximately two pages worth of text).

Please type or cut and paste narrative here.

Save and Continue

**Figure 3 Nomination Form screen. The View Saved Nomination link is circled.**

5. Click **View Saved Nomination** (Figure 4). The **View Entire Nomination** screen displays (Figure 5). You can edit from this screen also by clicking the **Edit** button for any section (see Complete the Group Nomination Form, Step 8 through Step 12 for detailed instructions for each section).

**Prepare A New Nomination**

[← Back](#)  [View PDF](#) To view this information in PDF format, click "View PDF". A new browser window will open. To print the PDF, use your browser's print function in the new window.

---

**VIEW | Entire Nomination for NSF**

**1 NOMINEE INFORMATION** [Edit](#)

**Group Name:** NSF  
**Name:** John Smith  
**Address:** 4201 Wilson Blvd.  
Arlington, VA 22230  
**Email:**  
**Phone:** 5551231234  
**Organization:** NSF

**2 NARRATIVE** [Edit](#)  
Please type or cut and paste a brief narrative here.

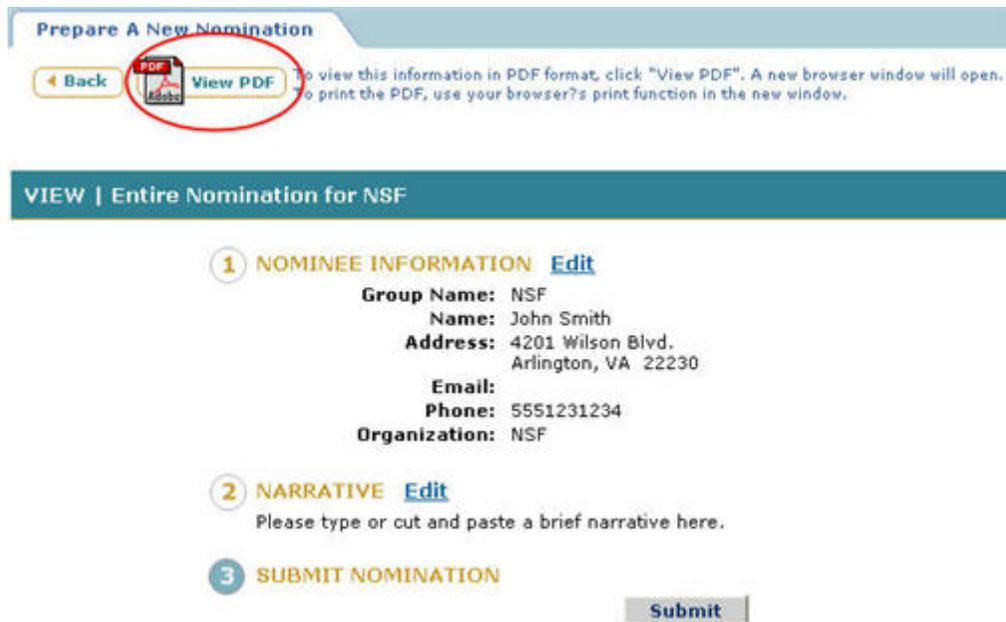
**3 SUBMIT NOMINATION**

[Submit](#)

Figure 5 View Entire Nomination screen.

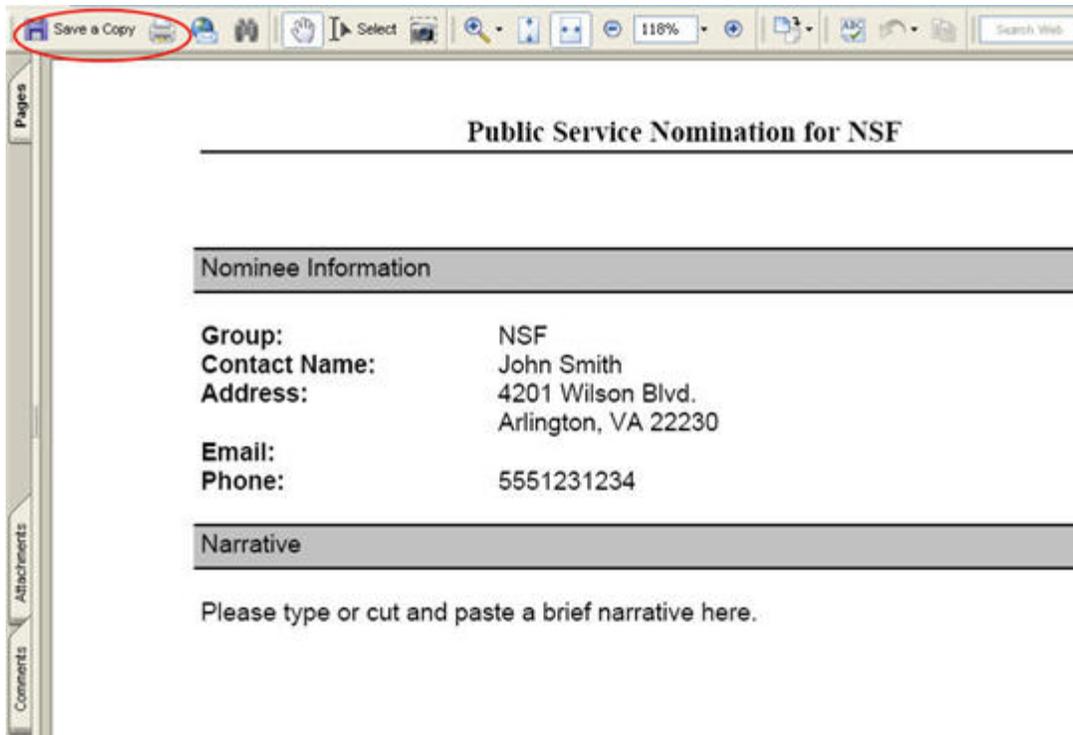
## View a Group Nomination in PDF for the Public Service Award

1. Access the **View Entire Nomination** screen (Figure 1) (see [View a Nomination](#)).



**Figure 1** View Entire Nomination screen. The View PDF link is circled.

2. On the **View Entire Nomination** screen (Figure 1), click **View PDF**. The nomination displays in PDF format in a new window (Figure 2).



**Figure 2** Nomination in PDF format in a new window. The Save and Print icons are circled.

3. Click the **Save** icon (Figure 2) to save the nomination to your computer.
4. Click the **Print** icon (Figure 2) to print the nomination.



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