

FEDERAL LABORATORY CONSORTIUM

**2009 FLC
SERVICE AWARDS
NOMINATION FORM**

FOR TECHNOLOGY TRANSFER

2009 FLC Service Awards Nomination Form

The FLC Service Awards recognize individuals who have proven to be assets to the FLC. The typical FLC Service Award winner is someone who has shown exceptional dedication and enthusiasm in advancing the Consortium's mission not only among fellow members, but to partners and potential partners in industry, academia, and state and local governments.

Awards are presented in three categories:

- **Harold Metcalf Award** - recognizes sustained significant service from an FLC Representative to the FLC as an organization.

CRITERIA

1. Nominee must be an FLC Representative.
2. Exemplary individual service to the FLC has been sustained beyond what is normally expected of an FLC Representative.
3. The service took place over the last three to five years.
4. The nominee has not received the award within the past five years.

- **Representative of the Year Award** - recognizes an FLC Representative who has made the most significant contribution to the FLC program in the past year.

CRITERIA

1. Nominee must be an FLC Representative or Alternate.
2. The candidate has participated in technology transfer activities applicable to other member laboratories.
3. Participated in activities for outreach to a new FLC user group.
4. Demonstrated outstanding regional leadership or participated in other appropriate activities.
5. The significant contribution was made during the year immediately preceding the nomination.
6. The nominee has not received the award within the past three years.

- **Outstanding Service Award** - recognizes an individual who is not an FLC Representative or Alternate for a notable contribution to the FLC in terms of sustained support and/or service.

CRITERIA

1. Nominee may be an advisor, government official, university contact, etc.
2. The candidate has provided sustained support/service to the FLC as an organization.
3. The contribution took place within the past three years.
4. The nominee has not previously received the award.

***** DEADLINE FOR SUBMISSIONS: FRIDAY, OCTOBER 24, 2008 *****

**PLEASE READ THE FOLLOWING
INFORMATION CAREFULLY TO AVOID
HAVING YOUR SUBMISSION DISQUALIFIED**

Submission Guidelines

- Describe the nominee's service and/or contribution to the FLC and why you think they should receive the award you are nominating them for.
- Nomination narrative should not exceed five pages.
- Use Arial or Times font styles that are no smaller than 10 points.
- Do not attach supporting documentation (e.g. brochures, newspaper articles, press releases)
- Section A and Section B of the nomination form must be sent electronically to the FLC Management Support Office at **mchambers@utrs.com**.
- The Submission Verification form (Section C), signed by the individual submitting the nomination, must be faxed to the FLC Management Support Office (attn: Michele Chambers) at **856-667-8009**.

Submission Deadline

Both the Nomination form and Submission Verification form must be received by the FLC Management Support Office by 8:00 p.m. EDT (5:00 p.m. PDT) on **Friday, October 24, 2008**. No submissions will be accepted after this time.

Announcement of Results

The winners of the 2008 FLC Service Awards will be announced on **January 21, 2009**. Laboratories submitting nominations will be notified prior to the official announcement.

Award Ceremony

Winners will be honored during an awards banquet to be held in May 2009 at the FLC National Meeting in Charlotte, North Carolina.

2009 FLC Service Awards Section A – Contact Information

Highlight the category under which the nomination will be submitted:

- Harold Metcalf Award
- Representative of the Year
- Outstanding Service Award

NOMINEE INFORMATION

Full Name (including Mr., Ms., Mrs., Dr., etc.):

Title (if different than Director):

Laboratory Name:

Address (if primary address is a PO Box, also include street address):

Phone:

Fax:

E-mail:

NOMINATOR INFORMATION:

Name:

Title:

Laboratory:

Address:

Phone:

Fax:

E-mail:

***** DEADLINE FOR SUBMISSIONS: FRIDAY, OCTOBER 24, 2008 *****

**2008 FLC Service Awards
Section B – Nomination Narrative**

******* DEADLINE FOR SUBMISSIONS: FRIDAY, OCTOBER 24, 2008 *******

******* DEADLINE FOR SUBMISSIONS: FRIDAY, OCTOBER 24, 2008 *******

******* DEADLINE FOR SUBMISSIONS: FRIDAY, OCTOBER 24, 2008 *******

******* DEADLINE FOR SUBMISSIONS: FRIDAY, OCTOBER 24, 2008 *******

2009 FLC Service Awards Section C – Submission Verification

(This page will only be accepted via fax at 856-667-8009)

Circle the category under which the nomination will be submitted:

- Harold Metcalf Award
- Representative of the Year
- Outstanding Service Award

NOMINEE INFORMATION

Full Name (including Mr., Ms., Mrs., Dr., etc.):

Title (if different than Director):

Laboratory Name:

Address (if primary address is a PO Box, also include street address):

Phone:

Fax:

E-mail:

NOMINATOR INFORMATION:

Name:

Title:

Laboratory:

Address:

Phone:

Fax:

E-mail:

I hereby confirm that Section A and Section B of the FLC Service Award Nomination Form have been sent electronically to the FLC Management Support Office for judging.

Nominator Signature:

Date: