

**INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF NOMINATIONS
FOR THE UNDER SECRETARY'S AWARD FOR OUTSTANDING ACHIEVEMENT
IN HEALTH SERVICES RESEARCH**

1. NOMINATION. Nominations may be made by other scientists, the local Research and Development (R&D) Committee, the Scientific Review and Evaluation Board (SREB), or the SREB Subcommittee for Career Development, through the Director, Health Services Research and Development (HSR&D). No more than one nomination may be submitted by each Department of Veterans Affairs (VA) medical center in a given year. Nomination packages are prepared by the Associate Chief of Staff (ACOS) for R&D and submitted by the VA medical center Director. *NOTE: Persons wishing to nominate a candidate must contact the ACOS for R&D at the candidate's VA medical center of employment.*

2. CONTENT. Each nomination must include:

- a. A statement from the VA medical center Director, presenting the rationale for the nomination.
- b. A summary of the nominee's achievements as they relate to the award criteria (not to exceed three pages). Additional evidence of the impact of the nominee's work may be submitted in any form (not to exceed six additional pages).
- c. The nominee's complete and current curriculum vitae and bibliography. Please do not include social security numbers.
- d. Letters of support from the local R&D Committee and the Dean's Committee of the affiliated medical school.
- e. A letter of support from an investigator (who is not an employee of the nominee's VA medical center or on the faculty of the affiliated medical school).
- f. Reprints of three of the nominee's major, original research publications.

3. FORMAT. Nominations should consist of single-spaced typed pages. Use only letter-quality print. Use Arial 11 font.

4. SUBMISSION. The most current information regarding submission procedures and deadlines can be found at HSR&D's website (<http://www.hsr.d.research.va.gov>) or in communications from CO to the ACOS/R&D's office. For materials or correspondence being submitted via U.S. mail or commercial delivery, the address is:

Health Services Research and Development Service (124R)
Department of Veterans Affairs
810 Vermont Avenue, NW
Washington, DC 20420

- a. The contact number for courier delivery is: 202-254-0207.

5. DUE DATE. Nominations are reviewed annually.