



UNION AWARDS NOMINATION COVER SHEET—FOR MAIL-IN NOMINATIONS ONLY

All packages sent via mail or courier delivery should include a completed cover sheet.

Nomination Information

List the Award for which you are nominating a candidate:

Is the nominator an active AGU member?

Nominator is required to have an active AGU membership status for the current year. "Active AGU membership" refers to renewal of AGU membership for the current year. To look up membership status: [AGU Membership Directory](#) or contact: service@agu.org.

Nominator Information

First Name:

Middle Initial/Name (*opt):

Last Name:

Suffix (*opt):

Address:

City:

State/Province:

Country:

Postal Code:

Email:

Phone Number:

Relationship to Nominee:

Nominator institution name:

Co-Nominator Information (if applicable)

First Name:

Last Name:

Mail to: AGU

Attn: Honors Program, Award Selection Committee
2000 Florida Avenue, N.W.
Washington, D.C. 20009



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Email:

Relationship to Nominee:

Co-nominator institution:

Please select the option that applies

This nomination is for:

- Individual
- Team or small group

Nominee Information (if application is for an individual)

First Name:

Middle Initial/Name*:

Last Name:

Suffix:

Gender:

Country:

Email:

Institution Affiliation:

Nominee Information (if application is for a team or small group)

Please provide the team's name (i.e., Hall of Planet Earth, HoPE). If you are submitting a small group, please list the individual names of the group members.

Name of team or small group:

Country:

Email:

Institution Affiliation:

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AGU primary section/focus group affiliation

If applicable, please select the nominee’s primary section or focus group affiliation:

To verify a nominee’s primary section/focus group affiliation, review the [AGU Membership Directory](#) or contact Member Services: service@agu.org.

One- Sentence Citation

The citation should be no more than 150 characters, including spacing, spelling, and punctuation. The citation provided should match the sentence that appears in the nominator’s letter.

An example of a citation for 2013 Robert E. Horton Medalist, Soroosh Sorooshian, is as follows: *For outstanding contributions to the modeling, measurement, and analysis of surface hydrology systems and precipitation estimation.*

SUPPORTER INFORMATION

Each nomination package is **required to include a total of 3 letters of support. The nomination letter is not included in this total – nominators are responsible for securing 3 individuals who support the nomination.**

NOTE: Co-supporters are not accepted for letters of support (i.e., multiple individuals signed to a letter of support is inadmissible).

	First (Given) Name	Last (Family) Name/Surname	Email	Relationship to Nominee
SUPPORTER 1				
SUPPORTER 2				
SUPPORTER 3				

By submitting this Union Award nomination, the nominator has read and will fully comply with the AGU Conflict of Interest Policy terms as it relates to the nominee, nominator, co-nominator (if applicable) and all supporters.

See attached Conflict of Interest Policy and initial here _____

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NOMINATION PACKAGE REQUIREMENTS CHECKLIST (NO MORE THAN TWO PAGES IN LENGTH PER DOCUMENT)

Only complete nomination packages will move forward to their respective committee for review.

Nomination packages must include: (1) nomination letter; (2) nominee's curriculum vitae; (3) nominee's selected bibliography; and (4) a total of 3 letters of support (total does not include nomination letter).

- Nomination letter.** Letterhead stationary is preferred. Nominator's name, title, institution, and contact information are required. One – sentence citation should be included.
- Nominee's curriculum vitae.** List the candidate's (1) name, (2) mailing and e-mail address, (3) history of employment, (4) degrees, (5) research experience, (6) honors, (7) memberships, and (8) service to the community through committee work, advisory boards, etc.
- A total of 3 letters of support.** Letterhead stationary is preferred. Supporter's name, title, institution, and contact information are required.

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AGU CONFLICT OF INTEREST POLICY

Through AGU's new strategic plan, we seek to create a shared vision of AGU's future within a vibrant, worldwide Earth and space science community.

All AGU volunteers are asked to comply with the Union COI policy and process. The following COI policy outlined below provides further details for all volunteers involved in the Honors Program

This conflict of interest policy applies to all selection committees of Union Medals, Fellows, Awards, and Prizes, as well as Section and Focus Group award and lecture selection committees. It guides the handling of conflicts of interest for award committees in the selection of the awardees; therefore, promoting the values of equality and inclusiveness, excellence and integrity in everything we do.

The purpose of the AGU Conflict of Interest policy is to avert, to the extent possible, biasing circumstances or the appearance of biasing circumstances in the selection of AGU honorees.

Ethical Standards

1. Those *Ineligible* for Awards. The following individuals and/or groups are not eligible to be candidates for Union honors or Section/Focus Group honors programs during their terms of service:
 - AGU President;
 - AGU President-elect;
 - Council Leadership Team (CLT) members;
 - Honors and Recognition (H&R) Committee members;
 - All full-time staff of AGU
 - MEDAL, AWARD, PRIZE, AND LECTURE COMMITTEES: Committee members are ineligible to be candidates for their respective medal/award/prize/lecture;
 - UNION AND SECTION/FOCUS GROUP FELLOWS COMMITTEES: Union Fellows Committee members are ineligible to be Fellows candidates. Section/Focus Group Fellows Committee members are ineligible to be candidates for consideration by their respective section/focus group.
 - FOR FELLOWS PROGRAM ONLY: In addition to the individuals listed above, Section and Focus Group presidents and president-elect's are ineligible to be Fellows candidates.
2. On the Relationship to an Award Nominee. AGU policy on the relationship to a nominee is applicable to committee members, nominators, and supporters.

The following relationships need to be *identified and communicated* to selection committees, but do *not* disqualify from participating in the nomination process:

- Current dean, departmental chair, supervisor, supervisee, laboratory director, an individual with whom one has a current business or financial relationship (e.g., business partner, employer, employee);
- Research collaborator or co-author within the last three years; and/or

- An individual working at the same institution or having accepted a position at the same institution.

The following are disqualifying:

- Mentor-Mentee Relationship
 - A previous graduate (Masters or PhD) and/or postdoctoral advisor, or postdoctoral fellow may not write a **nomination letter** but may write a **supporting letter** after five years of terminating their relationship with the nominee beginning on 1 January after the year the relationship was terminated. The only exception to this policy is that this restriction does not apply to early career awards from sections and focus groups and the Union Science for Solutions Award and Africa Awards for Research Excellence in Earth and Space Science.
 - In addition, a former doctoral or graduate student, or a former postdoctoral fellow may not write a nomination letter for a former advisor, but may write a supporting letter after five years of terminating their relationship with the nominee beginning on 1 January after the year the relationship was terminated. The only exception to this policy is that this restriction does not apply to early career awards from Sections and Focus Groups.
 - Chairs and members of "award selection committees are conflicted with the above-mentioned mentor-mentee relationships and should recuse themselves from participating in the deliberation, evaluation and voting process for that particular nominee.

Termination of a relationship is defined as follows:

- nominee no longer being paid by supporter
- nominee no longer supported under the same grant or contract
- Nominator/supporter for this medal/award/prize/lecture/program/fellowship should not be on this selection committee
- Family member, spouse or partner
- President, President-elect, H&R Committee, CLT, full –time AGU staff, cannot nominate or support candidates.
- FOR FELLOWS PROGRAM ONLY: In addition to the individuals listed above, Section and Focus Group presidents and president-elects cannot nominate or support Fellows candidates.

3. Additional Conflicts.

- Chairs of "award" selection committees who are supervisors of nominees are conflicted from participating in the review and selection process



- Members of “award” selection committees may for other reasons determine that they have conflicts or potential conflicts that require elimination from service and then act on that determination if they believe that service could affect the fairness of the selection process.
4. *Grandfather Clause.* Holdover nominations submitted within three years (2010, 2011 and 2012) prior to the approval of the Conflict of Interest Policy (approved by Council on 15 November 2012) can be considered even if they do not adhere to the policy. Nominations submitted after 15 November 2012 must adhere to the Conflict of Interest Policy.

Disclosure and Management

- a. Conflict of interest standards and implementation procedures for award committee service should be widely publicized and readily accessible to AGU members.
- b. The Union President-elect and/or other appointing members of Union and Section/Focus Group award selection committees will make potential members aware of these ethical standards and the implementation procedures.
- c. Committee members with a conflict of interest will inform the chair of the “award” selection committee of any potential conflicts before the nominations are reviewed.
- d. Because award selection committees differ in size and number of nominations considered, the chair of the award selection committees, in consultation with the members, will determine whether the conflict is of significant magnitude to require any members to refrain either from voting, from participating in the deliberation process, or from the entire selection procedure.
- e. If vacancies occur on the selection committees due to withdrawal of members from service as a result of a conflict of interest during their term, those vacancies should be filled promptly, the Union President or other appointing members should be prepared to appoint alternates if a vacancy arises due to a conflict.
- f. Any award selection committee chair or member with questions or ambiguous circumstances should seek the advice of the Executive Office who will, where necessary, consult with the Union President and Honors and Recognition Committee Chair on this policy and its implementation.
- g. If a committee member knowingly or unintentionally fails to disclose a conflict of interest and participates in the consummated selection process, he or she will not be permitted to participate in any award selection committee for a period of two years.

Timing of Policy Review:

The Honors and Recognition Committee will review the Conflict of Interest Policy every three years and revisions will be forwarded to the Council Leadership Team for approval.