

## Guidelines for Submitting Union Honors Proposals

The Honors and Recognition Committee has purview on reviewing new Union honors (medals, awards, prizes) proposals. All Union honors require both Council and Board approval upon recommendations of the Honors and Recognition Committee. Proposals for Union honors should follow the format provided below. Examples of effective proposal text are provided below as a reference.

### 1. Tentative Award or Lecture Title

e.g. The Asahiko Taira International Scientific Ocean Drilling Research Medal (the “Taira Prize”)

### 2. Background

Describe the rationale for proposing the medal/award/prize. The background should validate the honor’s potential sustainability as it relates to – but, is not limited to – excellence and impact, lifetime achievement, significant body of work, contribution across the Union and it’s alignment to AGU’s vision/mission of the organization, engaging members, shaping policy, and informing society about the excitement of Earth and space science and its role in developing solutions for the sustainability of the planet.

e.g. It is important to the American Geophysical Union’s (AGU) mission to recognize scientists who are achieving fundamental and outstanding scientific advances in our understanding of the Earth through scientific ocean drilling. The Board of Governors of the Integrated Ocean Drilling Program – Management International (IODP-MI) envisions that such major contributions and discoveries will be made through international scientific collaboration in ocean drilling. This award will recognize individuals who have made outstanding and transdisciplinary scientific contributions enabled by ocean drilling.

If you propose naming the medal/award/prize in honor of an individual, be prepared to include (1) a brief bio about the individual and (2) the rationale for naming it after him/her.

e.g. Dr. Taira has an extensive background of more than 40 years in geological research. His areas of focus include tectonics, paleoceanography, and ocean drilling science. He has been published in more than 200 American and Japanese journals, textbooks, and other publications. Before his service with the Japan Agency for Marine-Earth Science and Technology, Dr. Taira was an associate professor at Kochi University and a professor at University of Tokyo. He has been honored for his research numerous times, including the Geological Society of Japan Award and being named a fellow of the Geological Society of America.

### 3. Goal and Scope Statement

Describe the vision and/or goal for proposing the medal/award/prize

e.g. The Asahiko Taira International Scientific Ocean Drilling Research Medal will honor and support a scientist within 15 years (exceptions can be made for exceptional circumstances) of receiving their Ph.D. who has used ocean drilling to achieve fundamental and outstanding advances in our understanding of the Earth. If in the future, active research is no longer pursued in ocean drilling, the award should recognize scientific achievement in scientific drilling as a whole.

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### 4. Citation

Submit a one-sentence citation which encompasses the goal and scope for the proposed medal/award/prize. We suggest no more than 150 characters for the citation.

e.g. In recognition of outstanding transdisciplinary research accomplishment in ocean drilling.

### 5. Criteria

Identify clear and specific criteria for the honor.

e.g. Horton Medal Criteria:

- Scientific excellence: the scientific excellence of the candidate's body of work over a sustained period of time (this medal is for lifetime achievement) and the publications that have resulted, as well as the insights gained (including contributions across the earth and space sciences)
- Scientific impact: how the candidate's work has made a significant impact on his/her field overall, and/or to its growth, through influencing current and future research—articulate these contributions and their importance in a way that can be understood by peers and those outside their research field
- Broader impact: evaluate who has benefitted from the work, and the candidate's recognitions and notable service to his/her field, aligning these with the vision/mission of the Union;
- Reputation and leadership: the nominee's international reputation in his/her field.

### 6. Type and Frequency

Indicate (1) how often nominations will be accepted; (2) how many recipients will be selected per nomination cycle; (3) whether or not an honoree may be selected for the medal/award/prize more than once; and (4) when the honoree(s) will be formally recognized for the award and/or lecture. If awarded bi-annually, specify whether the award/lecture will be presented in odd or even years.

e.g. The Taira Prize will be given once a year and it will rotate among the Honors Ceremonies at the AGU Fall Meeting and the Japan Geoscience Union (JpGU) Meeting. AGU will host the prize during the first year it is made. JpGU will host it the second year. This order of rotation will be continued thereafter. The winner will also deliver a lecture at an appropriate venue where the prize is given each year. The recipient will receive \$18,000 and a presentation piece that recognizes his/her accomplishments in ocean drilling.

### 7. Eligibility

Nominees must be an AGU member (**required**). Indicate whether the medal/award/prize is specific to a particular career stage (student, early career, middle career, senior scientist). Please note that career stage definitions has been established by AGU for all AGU Union-level honors and this can be found at <http://honors.agu.org/awards-medals-prizes/career-stages-and-other-terms-definitions/>

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e.g. An eligible candidate must be an active early career/early mid-career scientist who is within 15 years of receiving their Ph.D. of any discipline and must be making an impact in the field of ocean drilling. Exceptions to the 15-year limit can be made for exceptional circumstances such as, but not limited to, maternity/paternity leave. The candidate will be a single contributor who is completing significant work.

### Career Stages:

- Student: currently enrolled in an institution
- Recent Graduate/Post Doc: recent graduate is five years post PhD or highest equivalent terminal degree
- Early Career: within 10 years of receiving their PhD or highest equivalent terminal degree
- Middle Career: within 20 years of receiving their PhD or highest equivalent terminal degree
- Senior Scientist: experienced and sustained career; established leader in their field.

### 8. **Financial Implications**

Indicate if the honoree will receive (1) a monetary prize, (2) waiver(s) for Fall Meeting registration, and/or housing, (3) travel reimbursement, and/or (4) presentation piece. If a monetary reward is included in the recognition, please specify details associated with the reward; i.e. funding specifics, etc.

e.g. The Taira Prize will carry a \$18,000 cash prize and will be awarded annually, subject to AGU's Spending Policy (currently capped at 4% yearly spending from endowment-type funds). The prize is being established through the generosity and planning of the Board of Governors of the Integrated Ocean Drilling Program – Management International. The Board of Governors envisions that the award will be augmented by further contributions to the corpus investment and these funds will be used to increase or extend the prize in the future.

AGU is responsible for all aspects of the Asahiko Taira International Scientific Ocean Drilling Research Medal – including but not limited to the management of the award fund, the nomination and selection processes and timeframes, creation and payment of prizes, advertising and marketing, and coordination of award presentations with JpGU and EGU. AGU will manage the award so that it will continue in perpetuity.

### 9. **Nomination and Selection Process**

All Union Honors are required to follow the nomination requirements and selection process outlined below.

#### **Eligible Nominators and Supporters:**

- Open to the public.
- Co-Nominator/Co-Supporter Policy: In addition to a nominator, a nomination package can only have one co-nominator and three supporters
- All nominations, nominators, supporters, and nominees must follow and uphold the AGU Conflict of Interest Policy (COI) (see below).

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### Requirements:

All documents included in a nomination package should be no more than two (2) pages in length.

#### a. Nomination and Supporting Letters

- A required total of three letters of support must be submitted (total number does not include the nomination letter). At least two supporting letters should be from individuals not currently or recently associated with the candidate's institution of graduate education or employment.
- Nomination and supporting letters should be concise, clear, and preferably on letterhead.
- Nomination letter must include the birth date of the nominee and certification of the current academic or career standing.
- Nomination and supporting letters must clearly articulate how the candidate(s) research over a sustained period of time has made significant impact on his/her field. The letters must explain the contributions and their importance to both their peers and to those outside their immediate research field.
- The first paragraph of each nomination and supporting letter should include the name of the candidate and a few sentences giving the overall reasons for nominating or supporting the candidate. The body of the nominating letter, which could be a few paragraphs, should give a brief and concise history of the candidate's work and publications that have resulted. Both the nomination and supporting letters should state how the work has contributed to the field overall and/or to the growth of the field, as well as what insights have been gained and what impacts the work will have on current and future research.
- The last paragraph of the nomination and supporting letters should summarize the work, state who has benefitted, and highlight any of the candidate's recognitions and/or notable service to his/her field.
- If possible, the nominator might want to provide his/her nomination letter and other nomination materials to the persons asked to write supporting letters to help ensure the best possible coverage of the nominee's accomplishments and contributions. It is important that supporting letters augment the letter of nomination through substantive documentation that establishes the nominee's international reputation and impact of his/her work.
- Both nomination and supporting letters should contain the author's signature, full name, title, and institution affiliation. Electronic or official signatures are acceptable.

#### b. Curriculum Vitae

- The curriculum vitae should list the candidate's (1) name, (2) address, (3) history of employment, (4) degrees, (5) research experience, (6) honors, (7) memberships, and (8) any service to the community. The date, title and organization where the Ph.D. was received must be included. It is important to explain the reasons for the honors which have

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been received by the candidate. All incomplete or incorrect CVs will be returned to the nominator for revision.

- c. Bibliography
- Each selected bibliography should begin by briefly stating the candidate's total number and types of publications. For example:
  - Jane Doe is the author of 92 publications, 86 in peer-reviewed scientific journals. The following selected list best supports Jane's nomination for the Smith Medal.

### 10. Timeline of Nomination and Review Process

The nomination and review process will follow the time frame established for all AGU Union-level medals, awards and prizes.

### 11. Selection Committee:

Please specify desired composition of committee based on the goals or the scope of the medal/award/prize. All AGU Honors selection committees are appointed by the AGU President. e.g. AGU's President appoints committee chairs every two years as one of their first acts in office. The AGU President should endeavor to rotate the appointed Chair between 1) The Asia-Australia area, 2) The Americas, and 3) Europe. The Chairperson of the Taira Medal Committee must be a recognized expert in the field of ocean drilling with background in international issues and programs related to ocean drilling. In order to maintain a truly international viewpoint and encourage the application and nomination of international applicants, the Chair will appoint experts in the field to staff the review committee. Seven members will comprise the committee: in addition to the Chair, 2 will be from the Asia-Australia area, 2 will be from the Americas, and 2 will be from Europe. A member will be considered from these areas if they are currently residing and pursuing research in these locations. The AGU Committee on International Participation (CIP) will view and approve committee appointments to ensure that these objectives are being met.

### 12. AGU Conflict of Interest Policy (COI Policy):

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. This policy applies to all Union Medal, Award, Prize and Fellows selection committees; and Section and Focus Group awards, and lectures. The full text of the COI Policy can be found at <http://honors.agu.org/agu-conflict-of-interest-policy-union-sections-focus-groups-fellows-medals-awards-prizes-lectures-program-selection-committees/>

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Name of Institution  
Name of Principal  
Title

Date