2023 Exceptional Research Service Awards Nomination Guide

Overview

Nominations for the Exceptional Research Service Awards are submitted through the Office of the Vice President for Research submission system at vprinitiatives.research.sc.edu. Faculty members may submit one nomination per award, but may not nominate the same staff member for more than one award. In other words, faculty members may nominate a separate staff member for each of the three awards. If reviewers find that a nominee for one award would be a stronger candidate for another award, the nominee may be considered for the award that fits their qualifications best.

Exceptional Research Service Awards
- College/Department Research Administration Support Staff Award
- Central Service Unit Research Administration Support Staff Award
- Technical Support Staff Award

Visit the program page for complete qualifications and details on these awards.

Complete nominations for the 2023 Exceptional Research Service Awards are due on Monday, February 6, 2023 by 5:00 pm.

Nomination Preparation

To submit a nomination, the nominator should prepare a one-page letter telling the "story" of the exceptional research support they have received from the nominee and explaining why they are deserving of special recognition. The letter of nomination serves as the primary material reviewers will evaluate when deliberating, so it is the most important component of the nomination.
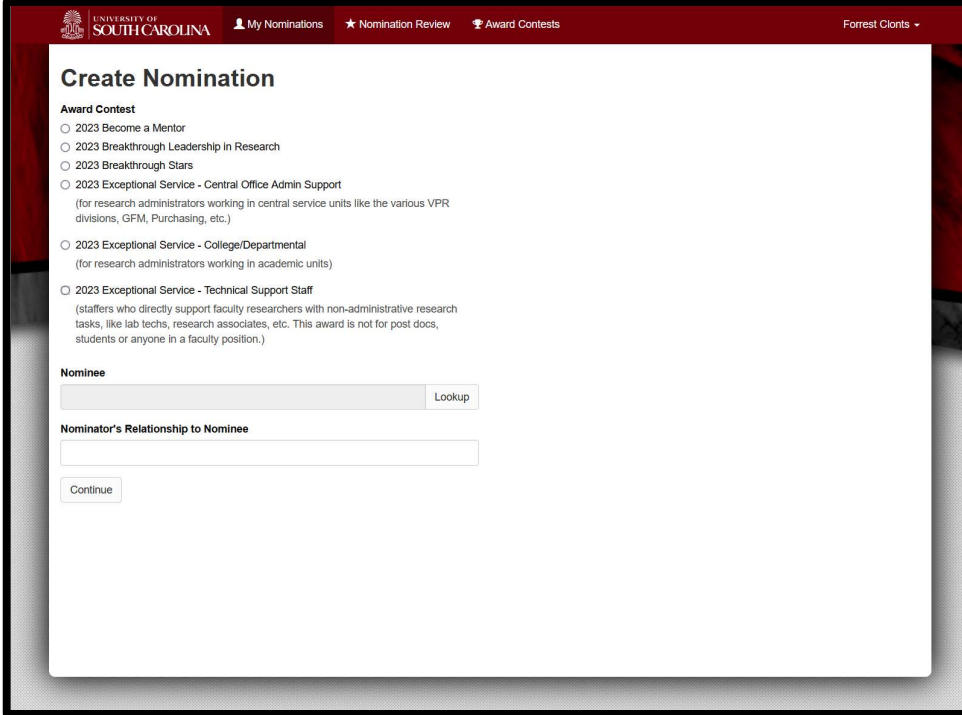
Once the letter is prepared, the nominator may log into the nomination system, select the appropriate award contest (from the three award types detailed on the program page), enter/select the nominee, upload the nomination letter, and submit the completed nomination for consideration following the steps beginning on page 2 of this guide.

Questions?

If you have questions about the 2023 Exceptional Research Service Awards, please contact Debbie Gipson at deb.gipson@sc.edu.

Submitting the Nomination

1. Log into the USCeRA-based nomination system at https://vprinitiatives.research.sc.edu/.

2. When you log in, you will land on the "My Nominations" screen. Click the garnet "+ Create Nomination" button to begin your Exceptional Research Service Awards nomination through the "Create Nomination" screen shown below.

3. Select the award you intend to nominate a colleague for (visit the program page for complete details on each award):
   - 2023 Exceptional Service – Central Office Admin Support
   - 2023 Exceptional Service – College/Departmental
   - 2023 Exceptional Service – Technical Support Staff

   Note: Faculty members may submit one nomination per award, but may not nominate the same staff member for more than one award. In other words, faculty members may nominate a separate staff member for each of the three awards. If reviewers find that a nominee for one award would be a stronger candidate for another award, the nominee may be considered for the award that fits their qualifications best.

4. Select the "Lookup" button on the right-hand side of the "Nominee" field on the "Create Nomination" page and enter your nominee's last name to pull their details into the nomination. Once you have selected the correct award contest and nominee, enter a brief description of your relationship to the nominee (a one-word description, like colleague or supervisor, is plenty), click the green "✓ Continue" button to advance to the "Prepare Nomination" screen. (See next page for screenshots.)
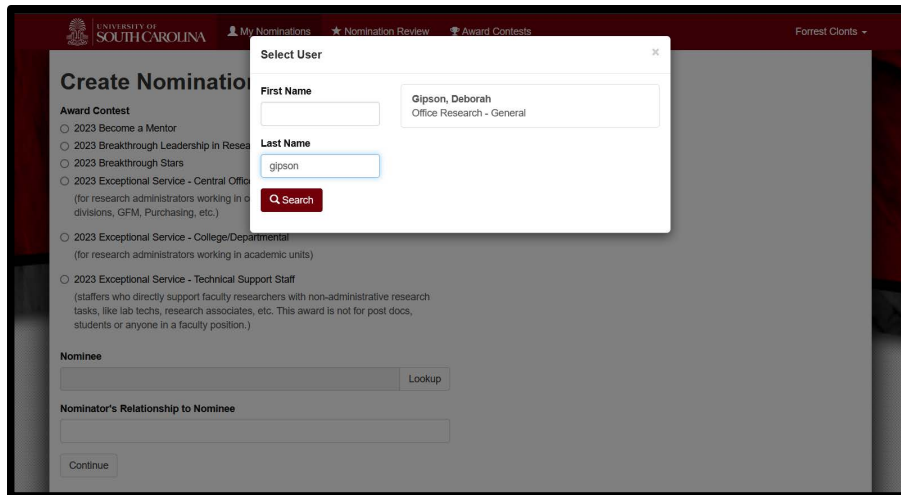
Notes:

- When searching for a nominee using the lookup box, it is best to search by last name only because first names may be listed differently in the system than expected (for example, an account might have the first name listed as "Bob" rather than "Robert").

- Most research staff members will be in the awards system already, but it is possible you might want to nominate someone without an existing account. **If you cannot find your nominee in the system, please email uscera@mailbox.sc.edu** to request that the nominee be added.
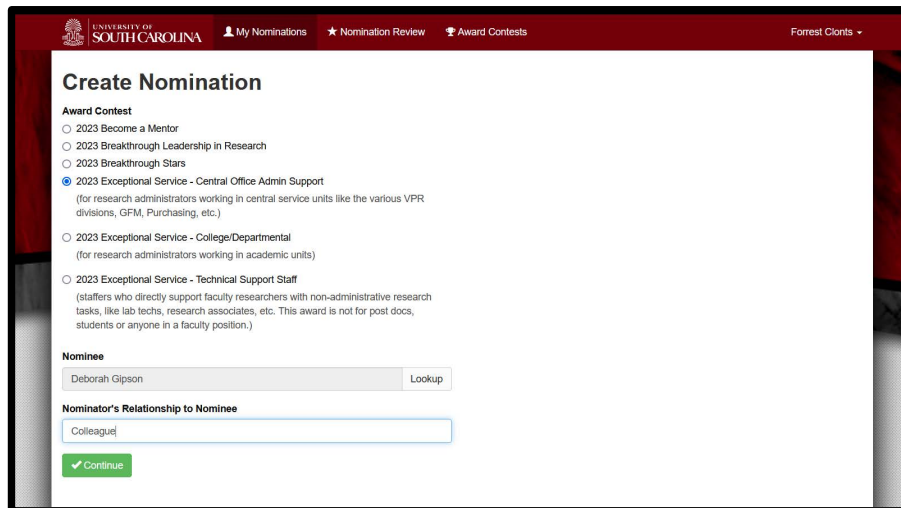
5. When you reach the "Prepare Nomination" screen, Select the white "↑ Upload Document" button to upload your one-page nomination letter (PDF format preferred). This will initiate the "Upload Reason for Nomination" pop-up box; click "Choose File" to navigate to your nomination letter and select it. Click the green "✓ Continue" button to attach the nomination letter.

Note: Click the grey "Edit Nomination Information" button to go back to the previous screen if you need to select a different nominee or award contest.

6. Once you have uploaded the nomination letter and double-checked all of the nomination details, you are ready to submit the nomination using the green "✓ Submit Nomination to the Office of Research" button to send your completed nomination to the Office of Research, completing the nomination process.
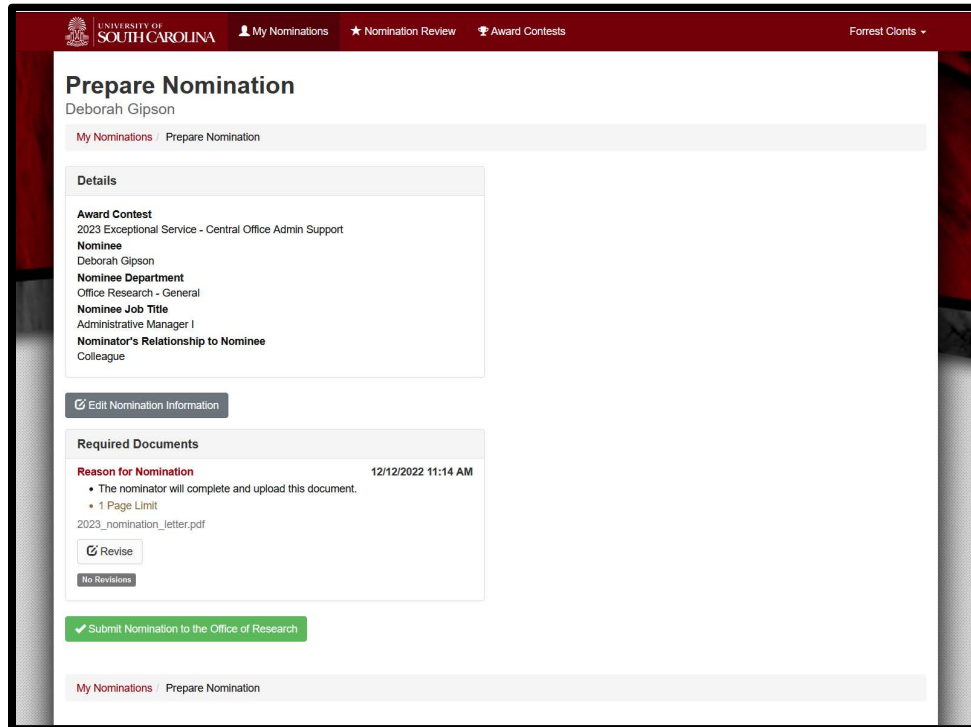
Note: The system will prompt you to confirm the nomination submission before processing the nomination. Select the garnet "Submit" button to confirm your intention to submit and complete the process. After you have submitted the nomination, the system will return you to the "My Nominations" screen where you will see the nomination you just submitted.