



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 vprinitatives.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.

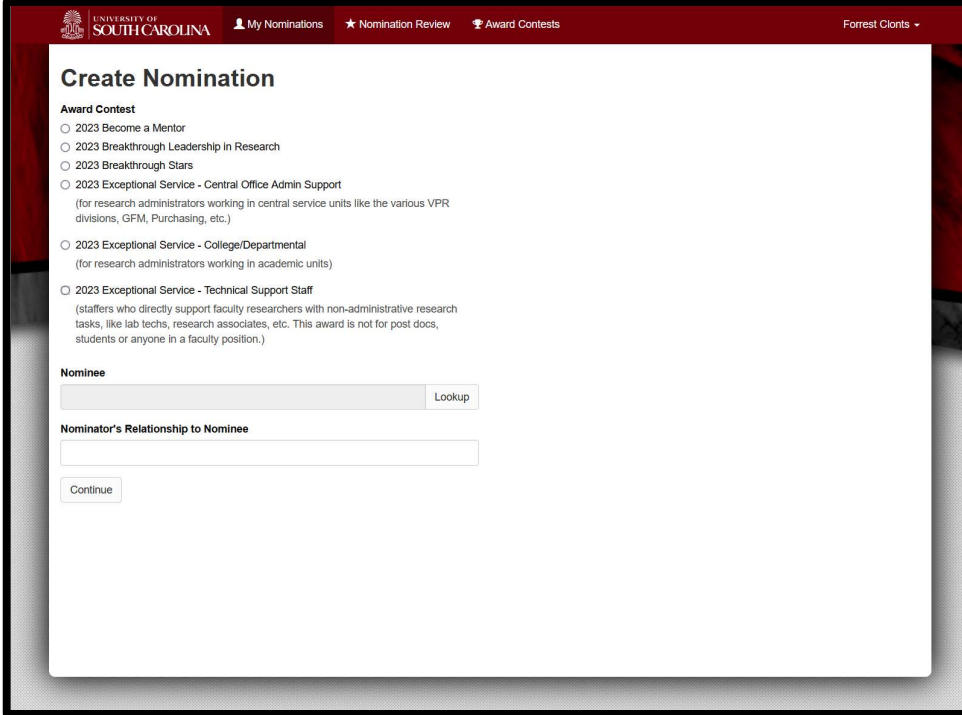
Once the letter is prepared, the nominator may log into the [nomination system](#), select the appropriate award contest (from the three award types detailed on the [program page](#)), enter/select the nominee, upload the nomination letter, and submit the completed nomination for consideration following 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

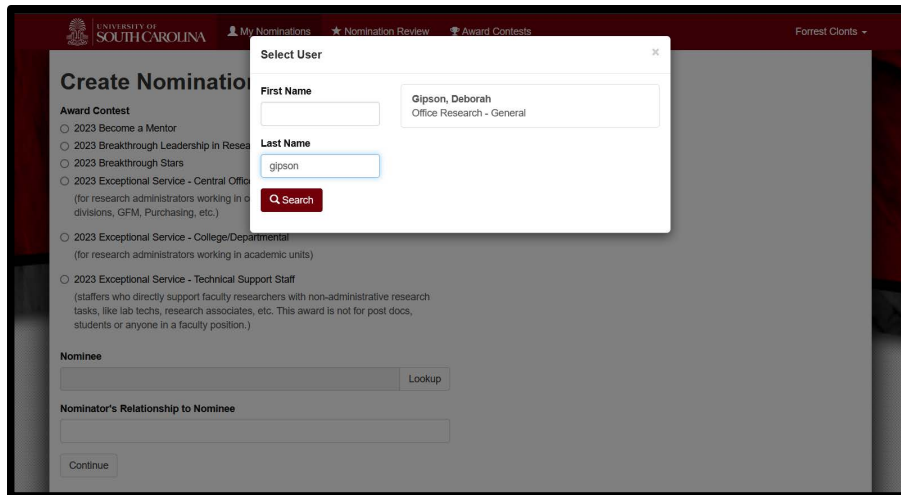
1. Log into the USCeRA-based nomination system at <https://vprinitatives.research.sc.edu/>.
2. When you log in, you will land on the “My Nominations” screen. Click the garnet “+ Create Nomination” button to begin your Exceptional Research Service Awards nomination through the “Create Nomination” screen shown below.

The screenshot shows a web browser window with a dark red header. The header contains the University of South Carolina logo on the left, navigation links for 'My Nominations', 'Nomination Review', and 'Award Contests' in the center, and a user name 'Forrest Clonts' on the right. The main content area is titled 'Create Nomination'. Under the heading 'Award Contest', there are four radio button options: '2023 Become a Mentor', '2023 Breakthrough Leadership in Research', '2023 Breakthrough Stars', and '2023 Exceptional Service - Central Office Admin Support' (with a sub-note: '(for research administrators working in central service units like the various VPR divisions, GFM, Purchasing, etc.)'). Below these are two more radio button options: '2023 Exceptional Service - College/Departmental' (with a sub-note: '(for research administrators working in academic units)') and '2023 Exceptional Service - Technical Support Staff' (with a sub-note: '(staffers who directly support faculty researchers with non-administrative research tasks, like lab techs, research associates, etc. This award is not for post docs, students or anyone in a faculty position.)'). Below the radio buttons is a 'Nominee' text input field with a 'Lookup' button to its right. Underneath is a 'Nominator's Relationship to Nominee' text input field and a 'Continue' button.

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

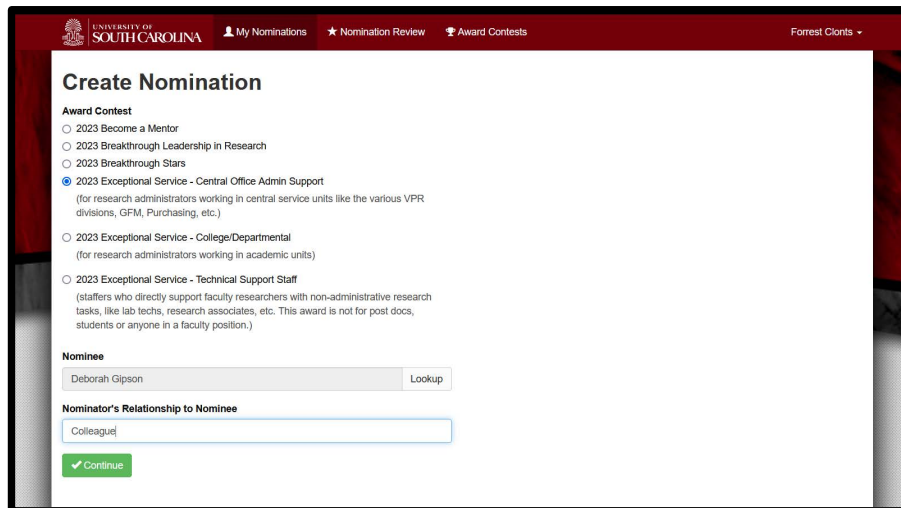
Note: Faculty members may submit one nomination per award, but may not nominate the same staff member for more than one award. In other words, faculty members may nominate a separate staff member for each of the three awards. If reviewers find that a nominee for one award would be a stronger candidate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

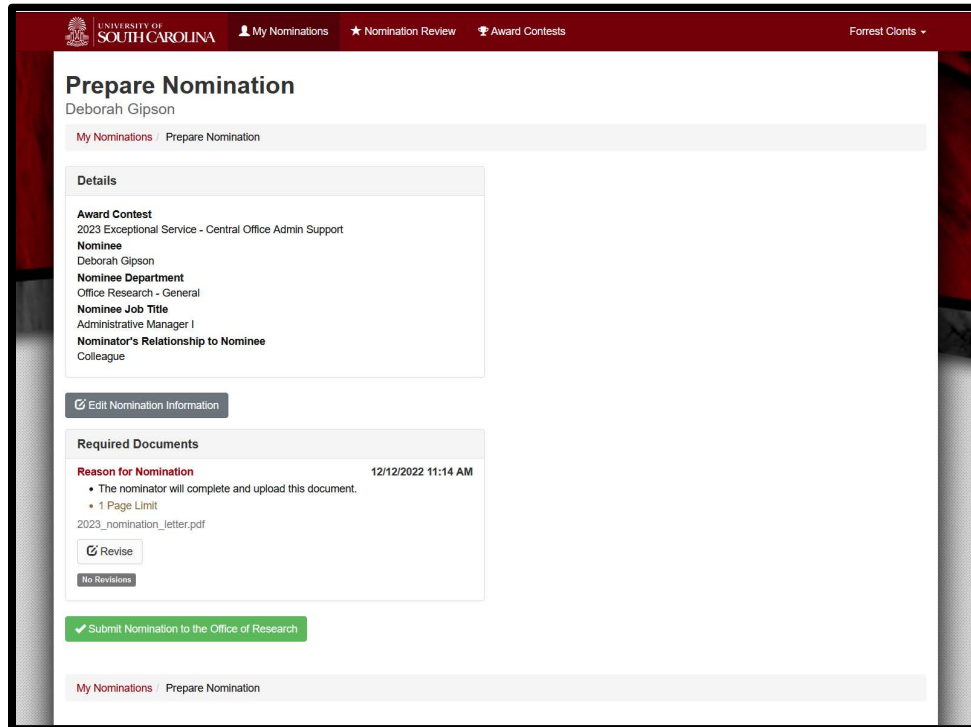


5. When you reach the “Prepare Nomination” screen, Select the white “↑ Upload Document” button to upload your one-page nomination letter (PDF format preferred). This will initiate the “Upload Reason for Nomination” pop-up box; click “Choose File” to navigate to your nomination letter and select it. Click the green “✓ Continue” button to attach the nomination letter.

The screenshot shows a web interface for the University of South Carolina. At the top, there is a navigation bar with the university logo, 'My Nominations', 'Nomination Review', 'Award Contests', and a user name 'Forrest Clonts'. The main heading is 'Prepare Nomination' for 'Deborah Gipson'. Below this, there are two breadcrumb links: 'My Nominations' and 'Prepare Nomination'. The form is divided into sections: 'Details' containing nomination information (Award Contest: 2023 Exceptional Service - Central Office Admin Support; Nominee: Deborah Gipson; Department: Office Research - General; Job Title: Administrative Manager I; Relationship: Colleague), an 'Edit Nomination Information' button, and 'Required Documents' which includes instructions and an 'Upload Document' button. A second breadcrumb bar is at the bottom of the form area.

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.

