



## **2022 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](http://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 2022 Exceptional Research Service Awards are due on Friday, February 11, 2022.***

### **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.

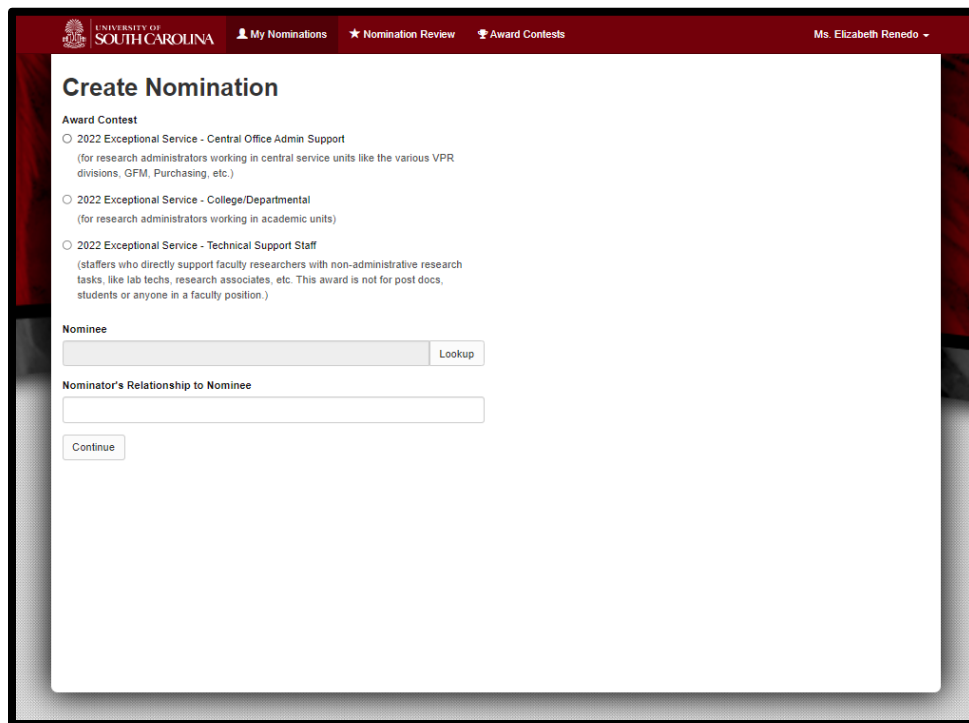
Once the letter is prepared, the nominator may log into the [nomination system](#), select the appropriate award contest (from the three award types detailed on the [program page](#)), enter/select the nominee, upload the nomination letter, and submit the completed nomination for consideration following the steps beginning on page 2 of this guide.

### **Questions?**

If you have questions about the 2022 Exceptional Research Service Awards, please contact Lumi Bakos at [Bakos@email.sc.edu](mailto:Bakos@email.sc.edu).

## Submitting the Nomination

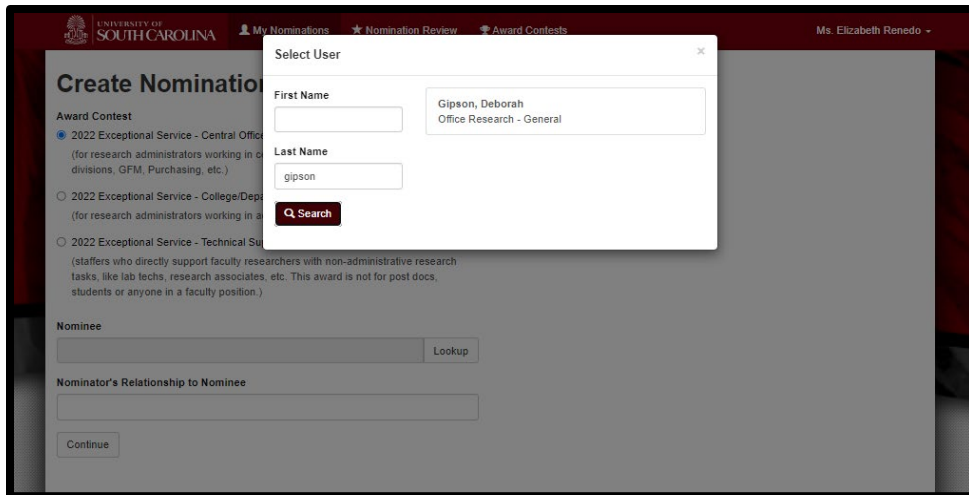
1. Log into the USCeRA-based nomination system at <https://vprinitatives.research.sc.edu/>.
2. When you log in, you will land on the “My Nominations” screen. Click the garnet “+ Create Nomination” button to begin your Exceptional Research Service Awards nomination through the “Create Nomination” screen 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 the user name 'Ms. Elizabeth Renedo' on the right. The main content area is titled 'Create Nomination'. Under the heading 'Award Contest', there are three radio button options: '2022 Exceptional Service - Central Office Admin Support' (with a sub-note for research administrators in central service units), '2022 Exceptional Service - College/Departmental' (for research administrators in academic units), and '2022 Exceptional Service - Technical Support Staff' (for staff supporting faculty researchers). Below this is a 'Nominee' field with a 'Lookup' button. Underneath is a 'Nominator's Relationship to Nominee' text input field. At the bottom of the form is a 'Continue' button.

3. Select the award you intend to nominate a colleague for (visit the [program page](#) for complete details on each award):
  - 2022 Exceptional Service – Central Office Admin Support
  - 2022 Exceptional Service – College/Departmental
  - 2022 Exceptional Service – Technical Support Staff

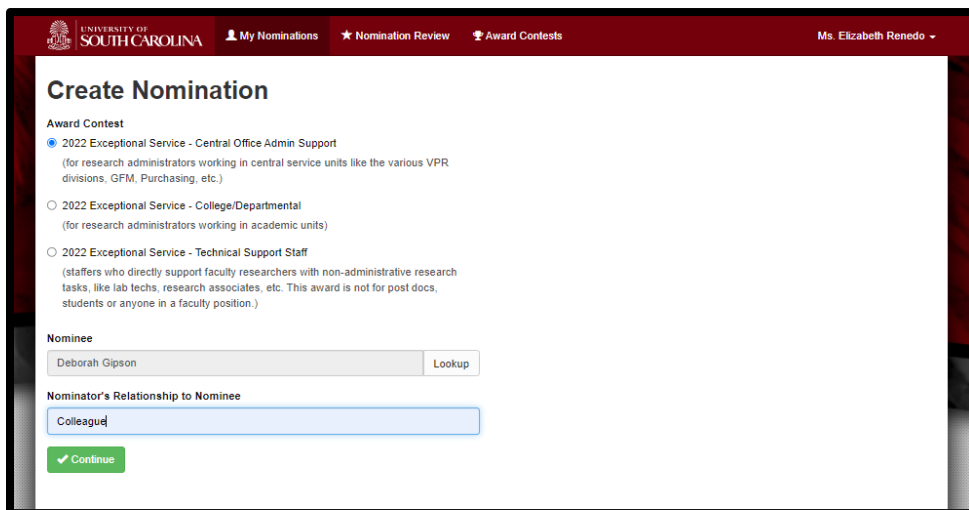
**Note:** Faculty members may submit one nomination per award, but may not nominate the same staff member for more than one award. In other words, faculty members may nominate a separate staff member for each of the three awards. If reviewers find that a nominee for one award would be a stronger candidate 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](mailto:uscera@mailbox.sc.edu) to request that the nominee be added.**



- 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', and 'Award Contests'. The user's name, 'Ms. Elizabeth Renedo', is displayed in the top right corner. The main heading is 'Prepare Nomination' for 'Deborah Gipson'. Below the heading is a breadcrumb trail: 'My Nominations / Prepare Nomination'. The form is divided into several sections: 'Details' (Award Contest: 2022 Exceptional Service - Central Office Admin Support; Nominee: Deborah Gipson; Nominee Department: Office Research - General; Nominee Job Title: Administrative Manager I; Nominator's Relationship to Nominee: Colleague), 'Guideline Documents' (with an empty input field), 'Edit Nomination Information' (a grey button), and 'Required Documents' (Reason for Nomination: The nominator will complete and upload this document. 1 Page Limit; Upload Document button). A second breadcrumb trail is at the bottom: 'My Nominations / Prepare Nomination'.

**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.

The screenshot shows the 'Prepare Nomination' page for Deborah Gipson. The page header includes the University of South Carolina logo and navigation links for 'My Nominations', 'Nomination Review', and 'Award Contests'. The user's name, 'Ms. Elizabeth Renedo', is displayed in the top right. The main content area is titled 'Prepare Nomination' and includes a breadcrumb trail 'My Nominations / Prepare Nomination'. A 'Details' section lists nomination information: 'Award Contest: 2022 Exceptional Service - Central Office Admin Support', 'Nominee: Deborah Gipson', 'Nominee Department: Office Research - General', 'Nominee Job Title: Administrative Manager I', and 'Nominator's Relationship to Nominee: Colleague'. Below this is an 'Edit Nomination Information' button. The 'Required Documents' section shows a document titled 'Reason for Nomination' with a 1-page limit, uploaded on 01/10/2022 at 11:24 AM. A 'Revise' button and a 'No Revisions' indicator are present. A prominent green button with a checkmark reads 'Submit Nomination to the Office of Research'. A 'Guideline Documents' section is also visible on the right side of the page.

**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.

The screenshot shows a 'Confirm Nomination Submission' dialog box. The dialog contains the text: 'Are you sure that you want to submit this nomination? No changes to the answers or uploaded documents may be made after submission.' At the bottom right of the dialog are two buttons: a white 'Cancel' button and a red 'Submit' button.