



Cooperative State Research, Education, and Extension Service

Hall of Fame Nomination Guidelines

Background and Purpose

The Cooperative State Research, Education, and Extension Service of the Department of Agriculture (CSREES, USDA) is establishing a **CSREES Hall of Fame**. Inductees into the **CSREES Hall of Fame** must have worked, coordinated, or supported activities exemplifying CSREES' synergy of excellence in any combination of research, education and extension approaches on local, regional, national, or international levels, and will have demonstrated a measurable and positive impact on the lives of citizens. Up to ten members of the **CSREES Hall of Fame** will be inducted during the Agency's tenth year anniversary celebration in October 2004. Subsequent recipients will be inducted into the **CSREES Hall of Fame** during an annual awards ceremony, pending identification of at least one qualified nominee. The call for the **CSREES Hall of Fame** nominations will be issued via various electronic distribution lists and the CSREES web site. A Committee will review the nominations and recommend deserving nominees for final selection to the CSREES Administrator.

Nomination

- 1) Nominees may be living or deceased.
- 2) Nominations will be accepted from:
 - a) CSREES or CSREES Partner Organizations (Land-grant and partner institutions). Each partner organization will conduct its own internal review and screening process prior to submitting one nomination to CSREES.
 - b) Individuals.
- 2) A complete nomination package includes:
 - a) A completed Information Cover Page.
 - b) A completed Hall of Fame Nomination Form describing how the nominee implemented, coordinated or supported any combination of research, education, or extension approaches to impact citizens' lives locally, regionally, nationally, or internationally. Nominees may demonstrate this ideal individually through local programs or activities; or on a larger scale (regional, national, international) by demonstrating a high level of support or encouragement, or direct coordination of others in research, education, and extension efforts toward a unified objective or impact, with demonstrated, measurable impact.
 - c) A completed Nominator's certification form.
 - d) Up to three (3) letters of endorsement.

Evaluation Criteria

40 POINTS: Synergy of Research, Education, Extension, and nominee's role.

40 POINTS: Measurable Impact on citizens.

20 POINTS: Endorsement/letters of support.

Annual Program Schedule

Request for Nomination	May 1
Submission of Nominations	July 1, in our Washington DC office by COB 5:00 pm EDT
Selection of Nominations	August 1
*Notification	August 15
Awards Ceremony	October (third week)

***CSREES Hall of Fame** nominators will be notified by August 15, 2004.

Unsuccessful nominations will receive notification after the National Induction Ceremony.

Submission of Nomination

Nominations can be completed by any individual on behalf of the nominee. Submit the nomination and endorsement letters via email, fax, or courier/special delivery to the location below by 5:00 pm Eastern Standard Time, July 1, 2004. Regular mail is not acceptable.

Email Delivery:

jspurling@csrees.usda.gov

FAX Delivery

202-720-8987

FEDEX or other Courier Delivery:

USDA CSREES Hall of Fame Awards Program
U.S. Department of Agriculture
Jamie L. Whitten Building
Room 305A
1400 Independence Ave, S. W., Stop 2201
Washington, D.C. 20250-2201

CSREES Hall of Fame Nominee Information Cover Page

Nominee's Name		
Address		
City	State	Zip
Telephone	Email	

CSREES Hall of Fame Award Nomination Form (Type or paste directly into fields below, maximum 3400 characters and spaces per response, use 12 pt. Times New Roman only.)

NOMINEE NAME:

40 POINTS: Synergy of Research, Education, Extension, and nominee's role.

Describe the combined Research, Education, and/or Extension approach and the nominee's role as implementer, coordinator, or supporter. Explain why this approach was uniquely effective, and /or innovative. Provide specific examples of how the nominee ultimately ensured positive, measurable impact from the activity/activities.

NOMINEE NAME:

40 POINTS: Measurable Impact on citizens.

Clearly describe the measurable impact on citizens. Explain the situation that revealed the need for the activity, and how that situation is addressed/improved due to specific actions of the nominee. If the nominee's role was as a supporter, describe the measurable impact resulting indirectly from that support. Clearly describe how the nominee's support was critical to enable the implementers/coordinators to achieve the measurable impact described.

NOMINEE NAME:

20 POINTS: Endorsement/letters of support.

Letters should clearly express how the nominee affected change as a result of their role in programs or activities as implementer, coordinator, supporter, or other for positive, measurable impact on citizens locally, regionally, nationally, or internationally. Letters may be entered into the field below, or attached separately.

Nominator's Certification

CSREES Hall of Fame NOMINEE:

I certify that the information provided in its entirety on this nomination form is true to the best of my knowledge, and I personally endorse/nominate the person named herein.		
Nominator's Signature		
Nominator's Printed Name		
Address		
City	State	Zip
Telephone	Email	