

INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF NOMINATIONS FOR THE MIDDLETON AWARD

1. BACKGROUND. The William S. Middleton Award is the Medical Health Broad Portfolio's highest honor for scientific achievement for outstanding achievement in biomedical research. VA Medical Centers submit nominations for their selected nominees for each award annually. In addition, Program Staff in Medical Health Broad Portfolio can identify highly qualified investigators directly and solicit nominations but all nominations must be approved by the Medical Center Director. [Program Guide 1202.05: William S. Middleton Award](#)

2. FORMAT. Nominations should consist of single-spaced typed pages with 1-inch margins at each edge. Use only letter-quality, black print. The font size should be at least 11 point with no more than fifteen characters per inch and no more than six lines per inch.

3. CONTENT. Each nomination should consist of the following materials:

a. A cover sheet listing the following information in the order specified:

(1) Award Type: William S. Middleton.

(2) Name and degree(s) of nominee.

Do NOT include nominee's date of birth or *social security number (SSN)*. *This will be requested for the final selectee only to allow for required security and background reviews.*

(3) Name of Department of Veterans Affairs (VA) medical center.

(4) Nominee's current VA employment status (in 8ths).

(5) Number of years employed by VA.

(6) Nominee's academic title, academic institutions and department (indicate tenure status).

(7) Location of nominee's VA laboratory and VA office. *NOTE: If this location is not at the VA medical center, the approval letter for the off-site waiver must be appended.*

(8) Current VA funding including award #, title, inclusive dates, role and total award amount.

(9) Name, title, and electronic signature of the VA Medical Center Director and Associate Chief of Staff for Research.

- b. A complete and current curriculum vitae (with funding history) and bibliography of the nominee (not to include abstracts, submitted papers, or papers in preparation). Note: Do not include a Social Security number or date of birth in this document. List inclusive dates whenever appropriate.
- c. A summary (two-page maximum) of the nominee's research achievements highlighting the real-world impact of the nominee's body of work or significant and measurable outcomes of the nominee's VA research program.
- d. A letter from the nominee's VA Medical Center Director, or their designee, in support of the nomination with a brief explanation of how the nominee's research program has benefited the local and national VA research program and the lives of Veterans.
- e. Three to five letters of support (no more than five) generated within the previous 6 months from scientists who are not employees of the nominee's VA medical center or members of the faculty at the affiliated medical school. Letters, addressed to the Director of Medical Health, should be included with the nomination. Please do not have letters sent by mail to VACO.
- f. Three reprints representative of the nominee's major original research publications. Reprints should include the nominee's VA affiliation and acknowledge VA research support per VHA Handbook 1200.19 Presentation of Research Results.

4. SUBMISSION. Convert the completed nomination package including publications, letters of support, and CV into one Portable Document File (PDF) and transmit by email to the Middleton Award Program Mailbox: yhacobmareview@va.gov. In the Subject line, please indicate MIDDLETON Award and the name of the Nominee.

5. TIMETABLE FOR SUBMISSION AND REVIEW

- a. Deadline for receipt of nominations is July 15.
- b. Administrative review of nominations will be in July/August.
- c. Committee review of nominations will be in August/September.
- d. Approval of the final selectee for the Middleton Award will be in December.
- e. Middleton Award Ceremony will be scheduled for Research Week the following year.

6. CONTACT INFORMATION

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