

FEDERAL LABORATORY CONSORTIUM

**2011**

**FLC SERVICE AWARDS  
NOMINATION FORM**

FOR TECHNOLOGY TRANSFER

## 2011 FLC Service Awards Nomination Form

The FLC Service Awards recognize individuals who have made exceptional contributions to the FLC. FLC Service Award winners will have shown exceptional dedication and enthusiasm in advancing the Consortium's mission not only among fellow members, but to partners in industry, and/or academia, and local governments.

### **THE FOLLOWING CHANGES HAVE BEEN MADE FROM THE 2010 FORM:**

- **Harold Metcalf Award – Criterion 3**
  - The nominee has never received the award
  
- **Representative of the Year Award – Definition**
  - Recognizes an FLC Representative who has made the most significant contribution to the FLC in the past year.
  
- **Outstanding Service Award – Definition**
  - Recognizes an individual/group who is not an FLC laboratory employee for a notable contribution to the FLC in terms of sustained support and/or service.
  
- **Outstanding Service Award – Criterion 1**
  - Nominee may not be an FLC laboratory employee.
  
- **Outstanding Service Award – Criterion 4**
  - The nominee has not received the award in the past three years.

**USE THIS FORM ONLY – NOT A PREVIOUS YEAR'S  
– TO SUBMIT YOUR NOMINATION.**

**PLEASE READ CAREFULLY TO AVOID HAVING  
YOUR SUBMISSION DISQUALIFIED.**

\*\*\*\*\* **DEADLINE FOR SUBMISSIONS: THURSDAY, OCTOBER 14, 2010** \*\*\*\*\*

Awards are presented in three categories:

- **Harold Metcalf Award** - recognizes sustained significant service from an FLC laboratory employee to the FLC as an organization.

**CRITERIA**

1. Nominee must be an FLC laboratory employee.
2. Exemplary individual service to the FLC has been sustained.
3. The nominee has never received the award. - **NEW**

- **Representative of the Year Award** - recognizes an FLC Representative who has made the most significant contribution to the FLC in the past year. - **NEW**

**CRITERIA**

1. Nominee must be an FLC Representative or Alternate.
2. The candidate has participated in technology transfer activities applicable to other member laboratories.
3. Participated in activities for outreach to a new FLC user group.
4. Demonstrated outstanding regional leadership or participated in other appropriate activities.
5. The significant contribution was made during the year immediately preceding the nomination.
6. The nominee has not received the award within the past three years.

- **Outstanding Service Award** - recognizes an individual/group who is not an FLC laboratory employee for a notable contribution to the FLC in terms of sustained support and/or service. - **NEW**

**CRITERIA**

1. Nominee may not be an FLC laboratory employee. - **NEW**
2. The candidate has provided sustained support/service to the FLC as an organization.
3. The contribution took place within the past three years.
4. The nominee has not received the award in the past three years. - **NEW**

## **Submission Guidelines**

- Nomination narrative should not exceed **two** pages.
- Use Arial or Times font styles that are no smaller than 10 points.
- Do not attach supporting documentation (e.g. brochures, newspaper articles, press releases)
- Section A and Section B of the nomination form must be sent electronically to the FLC Management Support Office at **mchambers@utrs.com**.
- The Submission Verification form (Section C), signed by the individual submitting the nomination, must be faxed to the FLC Management Support Office (attn: Michele Chambers) at **856-667-8009**.

**\*\*\*\*\* DEADLINE FOR SUBMISSIONS: THURSDAY, OCTOBER 14, 2010 \*\*\*\*\***

## **Submission Deadline**

Both the Nomination form and Submission Verification form must be received by the FLC Management Support Office by 8:00 p.m. EDT (5:00 p.m. PDT) on **Thursday, October 14, 2010**. No submissions will be accepted after this time.

## **Announcement of Results**

The winners of the 2011 FLC Service Awards will be announced on **December 14, 2010**. Laboratories submitting nominations will be notified prior to the official announcement.

## **Award Ceremony**

Winners will be honored during an awards banquet to be held May 5, 2011 at the FLC National Meeting in Nashville, Tennessee.

RECEIVED:

SUBMISSION NUMBER:

## 2011 FLC Service Awards Section A – Contact Information

**Highlight** the category under which the nomination will be submitted:

- Harold Metcalf Award
- Representative of the Year
- Outstanding Service Award

### **NOMINEE INFORMATION**

Full Name (including Mr., Ms., Mrs., Dr., etc.):

Title (if different than Director):

Laboratory Name:

Address (if primary address is a PO Box, also include street address):

Phone:

Fax:

E-mail:

### **NOMINATOR INFORMATION:**

Name:

Title:

Laboratory:

Address:

Phone:

Fax:

E-mail:

**2010 FLC Service Awards  
Section B – Nomination Narrative**



# 2011 FLC Service Awards Section C – Submission Verification

(This page will only be accepted via fax at 856-667-8009)

**Circle the category under which the nomination will be submitted:**

- Harold Metcalf Award
- Representative of the Year
- Outstanding Service Award

**NOMINEE INFORMATION**

**Full Name (including Mr., Ms., Mrs., Dr., etc.):**

**Title (if different than Director):**

**Laboratory Name:**

**Address (if primary address is a PO Box, also include street address):**

**Phone:**

**Fax:**

**E-mail:**

**NOMINATOR INFORMATION:**

**Name:**

**Title:**

**Laboratory:**

**Address:**

**Phone:**

**Fax:**

**E-mail:**

I hereby confirm that Section A and Section B of the FLC Service Award Nomination Form have been sent electronically to the FLC Management Support Office for judging.

**Nominator Signature:**

**Date:**