

**Northeast Region Nomination for the Excellence in Extension Award – Nomination Prep Form**

Offered in partnership by

Extension Committee on Organization and Policy (ECOP) and USDA National Institute of Food and Agriculture (NIFA)



For best results please review and understand the guidelines, the eligibility requirements, and criteria at [www.aplu.org/CESAwards](http://www.aplu.org/CESAwards). Steps to complete nomination:

1. Verify eligibility of nominee.^
2. Collect name, title, full address, phone number and email address of nominee to be submitted with the nomination.
3. Draft an award citation (15 words or less).
4. Obtain electronic version of nominee's curriculum vitae (CV) to upload to this form.
5. Draft a narrative of background information, including education, professional development, and experience that specifically relates to nominee's Extension appointment (max. of 375 words).
6. Obtain an electronic version of a signed letter of endorsement by the institution’s Extension Director or Administrator or his or her designee.
7. Draft narratives to address each of the 5 evaluation criterion (max. of 500 words each).

To save the data online, you must complete all required fields, upload the nominee’s CV and endorsement letter, and click the "Agree and Submit" button at the end of the form. After submission, you will be provided a method to edit the nomination before the deadline.

The DEADLINE to submit online and finalize this nomination is   
5:00 p.m. Pacific Time, May 1, 2022 at

<https://form.jotform.com/70504703106949>

^Eligibility - The nominee must be an active Cooperative Extension System professional (state, regional and/or county) with at least 50 percent EFT/FTE university appointment in Extension (Administrative EFT/FTE in these areas does not qualify) as of the deadline of the nomination. Further, the nominee must have responsibility for Extension programming for a minimum of five consecutive years. Nominations may be submitted by either the nominee, their supervisor or peer. However, nominations must include endorsement by the nominee's institution Extension Director or Administrator or his or her designee, conveyed via signatures. Former National award recipients are not eligible for re-nomination. Regional award honorees may be re-nominated for the national award three years or more after receiving the regional award. [CLICK HERE](https://www.aplu.org/members/commissions/food-environment-and-renewable-resources/board-on-agriculture-assembly/cooperative-extension-section/extension-directors-and-administrators/awards/awards.pdf) to review the list of previous recipients. Current members of ECOP are not eligible.

Nominee's full name \*

First Name Last Name

Nominee's email address \*

Nominee's mailing address \*

Street Address

Street Address Line 2

City State Postal / Zip Code

Nominee's phone number \*

Is this nomination being submitted by someone other than the nominee? \*

Yes / No

If yes, please provide the following contact information for the nominator.

Nominator's full name

First Name Last Name

Nominator's email address

Nominator's phone number

Third party email address - If you are completing this form for the person named above as nominator, please provide your email address.

Specify wording for an award citation - 15 words or less, suitable for engraving on a plaque (examples: "Exemplary Transfer of Knowledge to Diverse Audiences to Manage Farm Stress" or “Innovative Engagement with Underserved Audiences to Increase Consumer Economic Awareness and Stability”) \*

In the space below please provide background information, including education, professional development, and experience that specifically relates to nominee's Extension appointment. Reviewers will not use CVs except to break a tie score.

Suggested to be 375 words or less. \*

In this next section, please provide narratives, with data and anecdotes to support each criterion. The weight given is in parentheses. **Responses should be limited to 500 words for each criterion.**

Evaluation Criteria 1 (Total 40 points) How does the nominee demonstrate delivery of high impact of programs described by the following? a) Explain the formal process by which needs of the public good are identified (10 points); b) How does nominee’s educational program meet these needs? (15 points); c) Assessment - How does nominee assess the public good indicated by economic, social and/or environmental impact? (10 points), and d) How is/was innovation used in this process? (5 points). \*

Evaluation Criteria 2 (20 points) How is nominee recognized for excellence in his/her field of expertise as demonstrated by sustained external funding, awards, recognition, and requests for regional/state/national addresses and speaking engagements; development of webinars, learning circles, online programs and resources, and appropriate publication of scholarly work, including journal articles, electronic fact sheets, and newsletters. \*

Evaluation Criteria 3 (20 points) How has nominee demonstrated innovation by using impact data to build partnerships, increase funding, and improve/advance educational program delivery? \*

Evaluation Criteria 4 (10 points) Explain the nominee’s ability to engage university colleagues in Extension programming. Give evidence of leadership, teamwork, and mentoring, both within and outside Extension. \*

Evaluation Criteria 5 (10%) How has the nominee conveyed cultural competencies and appreciation for diversity. \*

NOTE: When you submit a nomination, you are agreeing to the following.

1. The nominee has five consecutive years of responsibility for Extension programming as of May 1, 2022.
2. The nominee has or will submit a statement for the impacts database (landgrantimpacts.org) which portrays the Cooperative Extension the work, all or in part, related to this nomination.
3. The information in this nomination is factual.

After submission, you will receive an email confirmation within approximately 30 minutes. If you do not receive a message, please contact Sandy Ruble at [sandyruble@extension.org](mailto:sandyruble@extension.org) or call 202.478.6088.

Go to <https://form.jotform.com/70512625131949> to copy and paste the information from this prep form into the online form by the deadline of 5:00 p.m. Pacific Time, May 1, 2022.