



# NIFA PARTNERSHIP AWARDS NOMINATION FORM

## INSTRUCTIONS

### PURPOSE

To annually recognize exemplary work from a team or individual at a Land-grant University or other cooperating institution or organization supported by the National Institute of Food and Agriculture (NIFA). This program will allow recognition of outstanding contributions in support of the NIFA mission and USDA Strategic Goals that provide an outcome that positively impacts agriculture, the environment, communities, or people.

### ELIGIBILITY

To be eligible for these awards, nominees must be from a Land-Grant University or other cooperating institution, or organization supported by NIFA. The program, project, or accomplishment described must be supported by NIFA funding. All nominations must be related to programs or projects that demonstrated measurable and continuing accomplishments, achievements, and/or impacts within the past three years.

For team awards, all members of the team must have played a substantial or significant role or made a significant contribution to the work of the project or program. Teams are limited to 20 members.

NIFA employees are not eligible to submit nominations but can be a part of a nomination submitted by a partner institution.

There can be a maximum of two nominations total (combined total across all categories) from any one institution, meaning the entire institution – including research, education, and extension as part of one entire institution.

### CATEGORY OF ACCOMPLISHMENT

Nominations will be accepted in any of the following five categories:

Category I	Mission Integration of Research, Education, or Extension
Category II	Multistate Efforts
Category III	Innovative Programs and Projects
Category IV	Effective and Efficient Use of Resources
Category V	Program Improvement through Global Engagement

### SELECTION CRITERIA

- Accomplishments must support one of the USDA Strategic Goals.
- See the NIFA Partnership Awards guidance for complete selection criteria information.

### CITATION REQUIREMENTS

- The citation may not exceed 25 words in length.
- The citation should briefly explain the accomplishment and result achieved; it should focus on the action and result, rather than the level of effort or teamwork.

The following are examples of acceptable and unacceptable citations:

**Acceptable:** For implementing a new survey for past MNO program awardees to determine success of projects and return on investment.

**Acceptable:** For working collaboratively to transition the XYZ Program from the ABC agency to NIFA.

**Unacceptable:** For exceptional teamwork and commitment in the development of a performance accountability tracking service.



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### NOMINATION PROCEDURES

Nominations must consist of the following:

- A completed NIFA Partnership Awards Nomination Form; and
- Justifications must clearly and concisely address the selection criteria shown above and include brief but specific documentation of the substantial or significant role of each team member. Team award nominations are limited to a maximum of 20 members including the team lead. Nominations listing more than 20 members will be disqualified.
- All nominations must be approved and endorsed by the Dean, Director, or Administrator for the lead institution(s). Team awards do not need the signature of the Dean, Director, or Administrator of every person on the team, but at least one Dean or Director must vouch for all team members and must sign the nomination form signifying approval of the nomination of all team members involved. See the NIFA Partnership Awards guidance for a complete description of nomination procedures.
- All signed nomination forms and justifications must be submitted by **May 30, 2024**, via email to [performance@ars.usda.gov](mailto:performance@ars.usda.gov). All documents should be saved as .pdf files. Please include “NIFA Partnership Award Nomination” in the email subject line.



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<b>1. NOMINEE INFORMATION</b>	
<b>Recognition Type:</b>	INDIVIDUAL <span style="margin-left: 150px;">GROUP</span>
<b>Individual or Team Name</b> <i>(Include the exact name to be shown on the award. If a team, provide a team name and include each team member's name on the next page of this form.)</i>	<b>Institution Name</b> <i>(If a team, provide a name and institution for the lead team member)</i>
<b>Phone</b>	<b>Email</b>
<b>Name of National Program Leader affiliated with program or project</b>	
<b>Period Covered From Date:</b>	<b>To Date:</b>
<b>2. CATEGORY OF ACCOMPLISHMENT</b>	
<b>I. Mission Integration or Research, Education, or Extension</b>  <b>II. Multistate Efforts</b>  <b>III. Innovative Programs and Projects</b>	<b>IV. Effective and Efficient Use of Resources</b>  <b>V. Program Improvement through Global Engagement</b>
<b>USDA Strategic Goals</b>	
<i>Select the USDA strategic goal that this nomination supports.</i>	
<p>Strategic Goal 1 - Combat Climate Change to Support America's Working Lands, Natural Resources and Communities</p> <p>Strategic Goal 2 - Ensure America's Agricultural System is Equitable, Resilient, and Prosperous</p> <p>Strategic Goal 3 - Foster an Equitable and Competitive Marketplace for All Agricultural Producers</p> <p>Strategic Goal 4 - Provide All Americans Safe, Nutritious Food</p> <p>Strategic Goal 5 - Expand Opportunities for Economic Development and Improve Quality of Life in Rural and Tribal Communities</p> <p>Strategic Goal 6 - Attract, Inspire, and Retain an Engaged and Motivated Workforce that's Proud to Represent USDA</p>	
<b>Citation:</b> (In 25 words or less, beginning with "For", describe the accomplishment and its result). **This will be printed on a certificate. **	
<b>Justification:</b> Using the selection criteria, justify and document the nomination for Category I, II, III, IV, or V. For team nominations, include a brief but specific description of the substantial or significant role <u>of each team member</u> . Team nominations may not exceed 20 team members (including team leaders). <b>DO NOT ATTACH MORE THAN TWO PAGES FOR INDIVIDUAL NOMINATIONS OR THREE PAGES FOR TEAM NOMINATIONS. USE FONT SIZE 12 POINT AND FONT TYPE TIMES NEW ROMAN.</b> <b>NOMINATIONS EXCEEDING THESE REQUIREMENTS WILL BE DISQUALIFIED.</b>	



# NIFA PARTNERSHIP AWARDS NOMINATION FORM

<b>3. TEAM LEADER INFORMATION</b>		
Name	Institution	
Position Title		
<b>SECOND GROUP/TEAM LEADER INFORMATION (if applicable):</b>		
Name	Institution	
Position Title		
<b>4. GROUP/TEAM MEMBERS INFORMATION</b>		
<b>Name: (Last Name, First Name)</b>	<b>Position Title:</b>	<b>Institution:</b>
<b>5. NOMINATOR INFORMATION</b>		
<b>Name</b>	<b>Title and Institution</b>	
<b>Signature</b>	<b>Date</b>	
<b>Phone</b>	<b>Email</b>	
<b>Name and Title of Dean, Director, or Administrator</b> <i>(if not the nominator)</i> , <b>PRINTED</b>	<b>Signature of Dean, Director, or Administrator</b>	