GWIMS Leadership Award Submission Requirements

The following information *is required* when submitting a nomination. Compiling the materials ahead of time expedites the submission process.

Individual Award Submissions

- Summary (not to exceed 300 words). Summaries should focus on the individual nominee's work with/on behalf of women in medicine and science.
- Curriculum Vitae
- Nominator support that highlights a nominee's impact on women in academic medicine and science. The nomination must address, at a minimum, each of the following areas of contribution:

1. How long, and over what period has the nominee contributed to women's advancement and gender equity work?
2. Describe any institutional role(s) the nominee has now or has had in the past related to women's advancement and gender equity (Dean for Women, Faculty Affairs, Chair of Group on Women in Medicine and Science, etc.). Please address the length of time the nominee has been in formal role(s), if applicable.
3. Describe the impact and any metrics used to measure the nominee's success(e.g., promotion or recruitment rates pre and post intervention).
4. Describe the nominee's accomplishments related to advancing women in medicine and science in the following categories:

   - Mentorship and Sponsorship
   - Recruitment, Retention and Promotion
   - Educational and Professional Environment
   - Scholarship

5. Describe any barriers or challenges to this work, and how the nominee overcame them.
6. Describe the support (if any) the nominee has received to carry out gender equity work (i.e., administrative support, funding, grants, FTE, travel, etc.).

Organizational Award Submissions

- Summary/description of the organization or program (not to exceed 300 words). Summaries should focus on the organizational work with/on behalf of women in medicine and science.
- Nominator support that highlights the organization's impact on women in academic medicine and science. The nomination must address, at a minimum, each of the following areas of contribution:

  1. A brief history of the program or organization.
  2. Description of specific efforts to the advancement of women.
  3. Description of any formal role the organization has within the institution (e.g., is it a department of women, part of D&I, a committee).
  4. Description of any formal role that the program may have within the organization (i.e., Office for Women Faculty; Office for Diversity Equity and Inclusion). If the nominee is not the specific office but a program, address if the program is part of a specific office or department.
  5. Describe any important milestones and collaborations or partnerships with internal/external groups or departments.
  6. Description of the activities of the program or organization:

     - Mentorship and Sponsorship
     - Recruitment, Retention and Advancement
     - Educational and Professional Development Environments
     - Scholarship

  7. Description of organizational or program data and outcomes to support the impact of the organization or program. (e.g., pre and post promotion or recruitment rates of women in medicine and science).
  8. Description of resources available to conduct the work (FTE, funding administrative support, grants, travel).