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Important Information Before Starting a Nomination or Application

Deadlines for Nominations and Applications

Professional Awards — August 15, 2022

Student Awards — October 3, 2022

Travel Grants — December 19, 2022

Eligibility and Materials Requirements

We suggest visiting <https://www.aocs.org/awards> to review the eligibility requirements for a given award before beginning a nomination or application. This page also describes materials required for a complete nomination or application.

We suggest having the required materials prepared when submitting a nomination to make completing a nomination as seamless as possible.

Get Help with the Nomination and Application Process

Contact Lucas Censi, Member Relations Specialist, at lucas.censi@aocs.org for help with nominations.

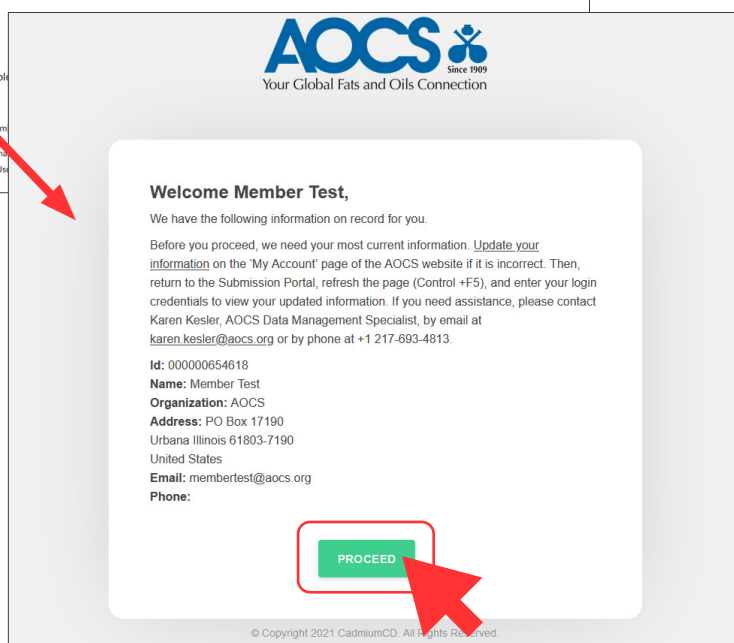
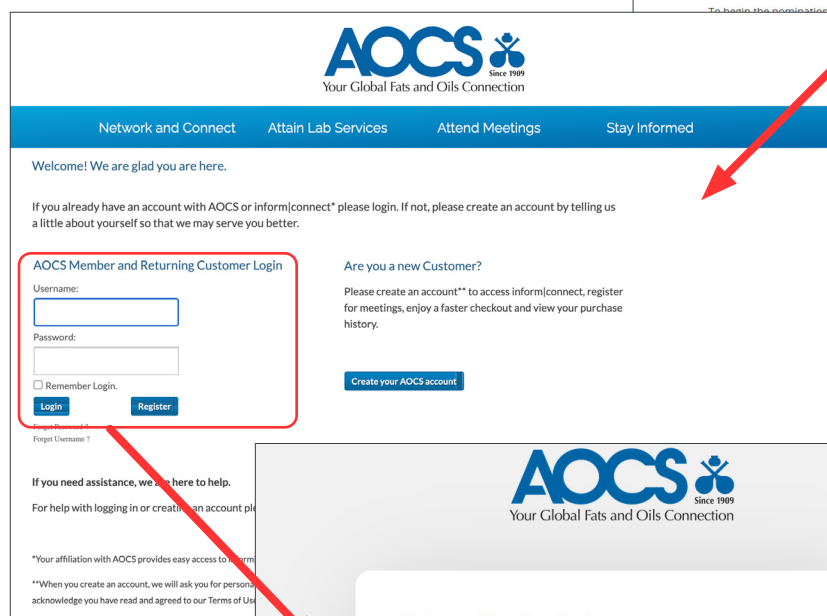
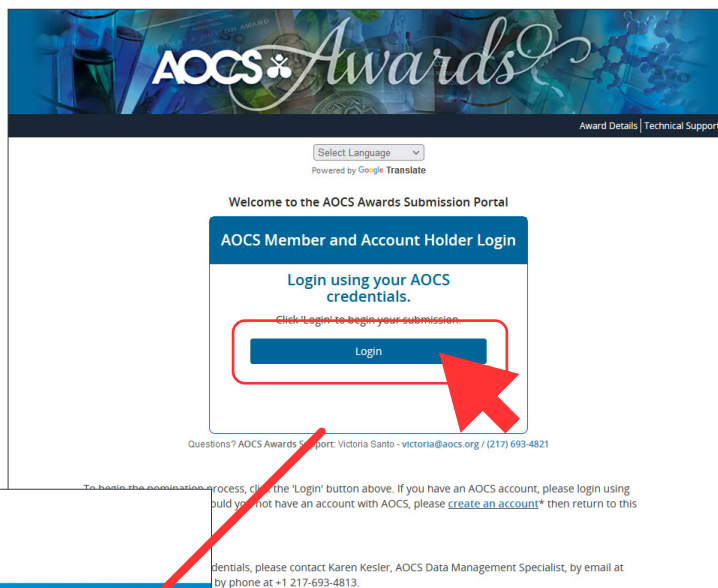
Getting Started — Login

Use a website browser, such as Google Chrome or Mozilla Firefox, to navigate to the AOCS Awards Submission Portal at <https://www.abstractscorecard.com/cfp/submit/loginSSO.asp?EventKey=PXKTHFLR>.

Click “Login” and enter your AOCS credentials.

Need help logging in?

Contact Karen Kesler at karen.kesler@aocs.org or +1 217-693-4813.



Review the demographics information to ensure AOCS has accurate contact information for your account. Once you have reviewed the information, click “PROCEED”.

Start a Nomination

Under “Award Nominations”, select “Click here to begin a new award nomination”. A new screen titled “BEGIN A NEW AWARD NOMINATION” will appear.

Home / New Award Nomination

BEGIN A NEW AWARD NOMINATION

Please begin your award nomination by providing the name of the nominee and selecting the award category.

1. Nominee Name *

Please list the first and last name of the nominee.

B I U x₂ x² Ω ↶ ↷ ? Help <>

0 characters (200 max)
0 words (75 max)

Award Type *

-- Select Award Type --

[View Award Type descriptions.](#)

Home | Log Out

Select Language

Powered by Google Translate

AWARD NOMINATIONS (You have 0 complete award nominations, 0 incomplete award nominations, and 0 withdrawn award nominations)

You can return to this site at any time before the following award submission deadlines to complete your nomination(s): Professional Awards – August 15, 2021 | Student Awards – October 1, 2021 | Travel Grants – December 18, 2021

Select the hyperlinked name of the nominee to continue or edit the current submission. If you would like to preview and print the submission response, click the 'Preview Award Nomination' button.

[Click here to begin a new award nomination](#)

In the text box, type the name of the nominee. You can only enter one nominee name at a time. A new nomination must be completed for each submission.

In “Award Type”, select the type of award you are nominating the candidate for. If you do not know what type to select, click “View Award Type descriptions” below the dropdown box to open a menu describing each type. You will select the specific award in Task 2.

If you already know the award but are not sure which type it is, visit <https://www.aocs.org/awards> to confirm which type your award is. If you are still unsure, please contact Lucas Censi at lucas.censi@aocs.org for help.

Once you have entered the required information, click “Submit”.

Home / New Award Nomination

BEGIN A NEW AWARD NOMINATION

Please begin your award nomination by providing the name of the nominee and selecting the award category.

Submit

Task List

The task list defines the tasks and materials that need to be completed for a nomination to be considered.

The task list will differ depending on the award and travel grant type.

This screenshot shows an example of a task list for a professional award. →

The screenshot shows the 'TASK LIST' page for a nomination titled 'Nominee Name'. The page includes a 'Save Submission' button in the top right. A light blue box contains instructions: 'Please click on each task below to enter the requested information. Once completed, the task will then appear with a large green check mark. After you have completed all of the tasks below, click the "Save Submission" button.' Below this, a box displays nomination details: 'Award Winner', 'Award Nomination ID: 1089193', 'Award Type: Professional Awards', and 'Award Nomination Status: Active'. A green message bar states 'New award nomination was successfully added.' The task list consists of three items: 1. 'Award Nominator and Nominee Information' (with a people icon), 2. 'Select Award and Provide an Award Candidate Summary' (with a folder icon), and 3. 'Upload Supporting Documents' (with a paperclip icon). Each task has a brief description. A 'Save Submission' button is at the bottom.

Navigate back to the task list at any time using the breadcrumbs at the top of the webpage.

This screenshot shows the breadcrumb navigation at the top of the page: 'Home / Award Nomination / Tasks / Edit Award Nominator and Nominee Information Task for "Nominee Name"'. A red box highlights the 'Tasks' breadcrumb, and a red arrow points to it, indicating how to navigate back to the task list.

You can return to this site at any time before the following award submission deadlines to complete the task list for a given award:

Professional Awards — August 15, 2022

Student Awards — October 3, 2022

Travel Grants — December 19, 2022

Award Nominator and Major Advisor Information

Each award must have two award profiles, one for the nominee and one for the nominator or major advisor (Travel Grants are an exception; they only require one award profile). The “Award Profile List” section will specify the maximum number required.

To add a new profile, fill out the required fields and select “Add Award Profile”.

To edit an existing profile, click “Edit [name] Profile”.

When a profile has been created for the first time, demographic information will need to be entered. You can enter this information for yourself or others, or you can invite the nominee or nominator/major advisor to complete the required information by clicking the “Invite [name]” button.

Award profile information is saved and will be available the next time an award profile is selected for a nomination.

The screenshot displays the AOCSS Awards website interface. At the top, there's a header with 'AOCSS Awards' and navigation links like 'Home', 'Log Out', 'Award Details', and 'Technical Support'. Below the header, a 'Select Language' dropdown is visible, powered by Google Translate.

The main content area is titled 'Award Nomination / Tasks / Edit Award Nominator and Nominee Information Task for 'Award Winner''. A note states: 'Note: The form will show an error 'Profile for [Name]' is incomplete' if the profile is incomplete when you click 'Save Award Profile'. However, the information is saved. You must fully complete all profile information before the nomination can be submitted.' Below this, contact information for Victoria Santo is provided.

The 'Add New Award Profile' section includes fields for 'First Name *', 'Last Name *', 'Email *', and 'Role *'. The 'First Name' field contains 'Member' and the 'Last Name' field contains 'Test'. The 'Email' field contains 'member@aocs.org'. The 'Role' dropdown is set to 'Nominator'. A red arrow points to the 'Add Award Profile' button. Another red arrow points to the 'Nominator' option in the 'Role' dropdown.

The 'Award Profile List' section shows a list of profiles. The first profile is 'Member Test', AOCSS, with a status of 'Profile incomplete' and a role of 'Nominee'. A red arrow points to the 'Edit Member Test's Profile' button. The second profile is 'Nonmember Test', Not AOCSS, with a status of 'Profile completed' and a role of 'Nominator'. A red arrow points to the 'Invite Nonmember Test' button.

At the bottom, there's a 'Save Award Profiles' button.

A checkmark will indicate a profile has been completed.

Once you are done, click "Save Award Profiles" to complete this task.

The screenshot shows the AOCSS Awards nomination form. At the top, there is a header with the AOCSS Awards logo and navigation links: Home, Log Out, Award Details, and Technical Support. Below the header, there is a section for the Award Nomination Title: Award Winner. A language selection dropdown is present, and a note indicates the form is powered by Google Translate.

A note in a light blue box states: "Note: The form will show an error 'Profile for [Name]' is incomplete' if the profile is incomplete when you click 'Save Award Profile'. However, the information is saved. You must fully complete all profile information before the nomination can be submitted." Below this note, contact information for Victoria Santo, Program Manager, is provided: +1 217-693-4821 or by email at victoria@aocs.org. A red asterisk indicates a required field.

The main section is titled "Award Profile List" and states "You can add a maximum of 2 award profiles." It lists two profiles:

- 1 Member Test**
Title, AOCSS
Profile completed ✓
Role: Nominee
Buttons: Edit Member Test's Profile, Remove Member Test
- 2 Nonmember Test**
Title, Not AOCSS
Profile completed ✓
Role: Nominator
Buttons: Edit Nonmember Test's Profile, Invite Nonmember Test, Remove Nonmember Test

At the bottom, there is a button labeled "Save Award Profiles" which is highlighted with a red rectangle and a red arrow pointing to it.

Select Award and Provide Nomination or Application Information

Requested information depends on award or travel grant type. Complete the list of fields by typing text into the text boxes. Each text box provides shortcuts at the top of the box similar to a word processor to help you format your text. Required fields are marked with an asterisk (*).

Select an award category to populate a list of awards and select the appropriate award from the list.

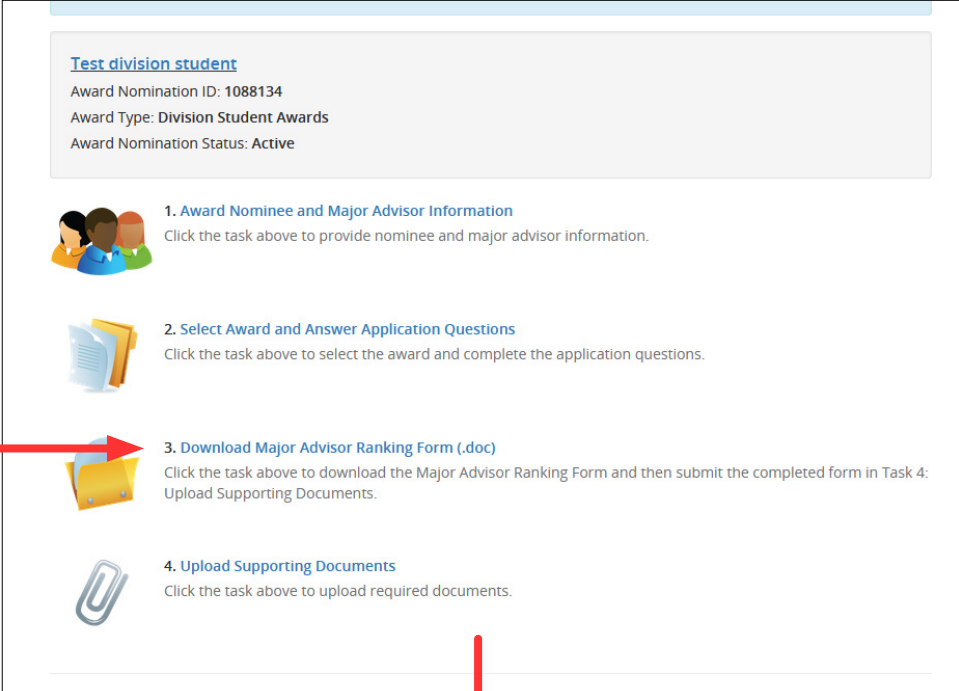
Click “Continue” at the bottom of the screen when you are done.

The screenshot shows a web form titled "Award Nomination Title: Nominee Name". It contains several text input fields. The first field is for the "Award Category", which is marked with a red asterisk and has a dropdown menu open showing a list of award categories including "AOCS (all interest areas) Professional Awards", "Analytical Professional Awards", "Biotechnology Professional Awards", "Edible Applications Technology Professional Awards", "Health and Nutrition Professional Awards", "Industrial Oil Products Professional Awards", "Processing Professional Awards", "Protein and Co-Products Professional Awards", and "Surfactants and Detergents Professional Awards". A red arrow points to this dropdown menu. Below the dropdown is a text box for "Reserves to be selected for the award?" marked with a red asterisk. To the right of this text box is a smaller text box. A red arrow points to the bottom-right corner of the smaller text box, which is labeled "0 characters" and "0 words".

To resize a text box, click and drag the gray triangle in the bottom-right corner of the text box.





Student Awards Only — Download Major Advisor Ranking Form

If you are completing a Student Award, you must download the “Major Advisor Ranking Form (.doc)” in Task 3.



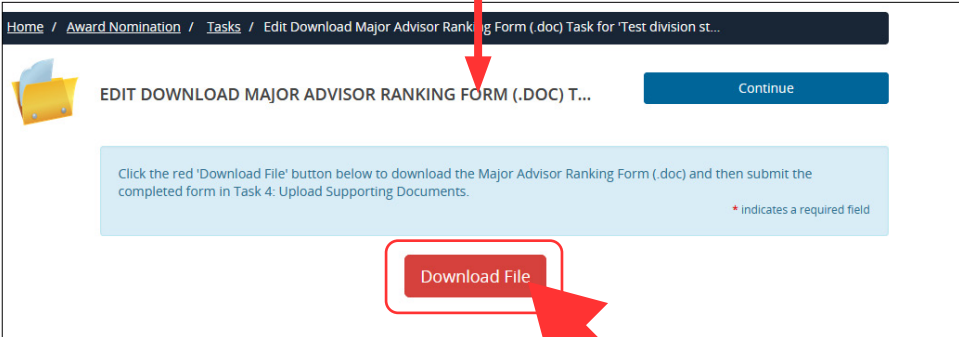
[Test division student](#)

Award Nomination ID: 1088134
Award Type: Division Student Awards
Award Nomination Status: Active


-  **1. Award Nominee and Major Advisor Information**
Click the task above to provide nominee and major advisor information.
-  **2. Select Award and Answer Application Questions**
Click the task above to select the award and complete the application questions.
-  **3. Download Major Advisor Ranking Form (.doc)**
Click the task above to download the Major Advisor Ranking Form and then submit the completed form in Task 4: Upload Supporting Documents.
-  **4. Upload Supporting Documents**
Click the task above to upload required documents.

Select the task and click the red “Download File” button to download the form.

Provide the form to your major advisor to complete. You will upload the completed form in the Upload Supporting Documents task.



[Home](#) / [Award Nomination](#) / [Tasks](#) / Edit Download Major Advisor Ranking Form (.doc) Task for 'Test division st...

 EDIT DOWNLOAD MAJOR ADVISOR RANKING FORM (.DOC) T... [Continue](#)

Click the red 'Download File' button below to download the Major Advisor Ranking Form (.doc) and then submit the completed form in Task 4: Upload Supporting Documents. * indicates a required field

[Download File](#)

Upload Supporting Documents

Upload the required documents according to the provided list. Required documents are marked with an asterisk (*). You must upload all required (*) documents before the system will allow you to click “Continue”.

The blue box at the top of the webpage clarifies what each document should contain. Documents must be uploaded as a PDF or Microsoft Word file.

To upload a file, drop a file into the gray box below a category or click the gray box to open a file browser on your computer.

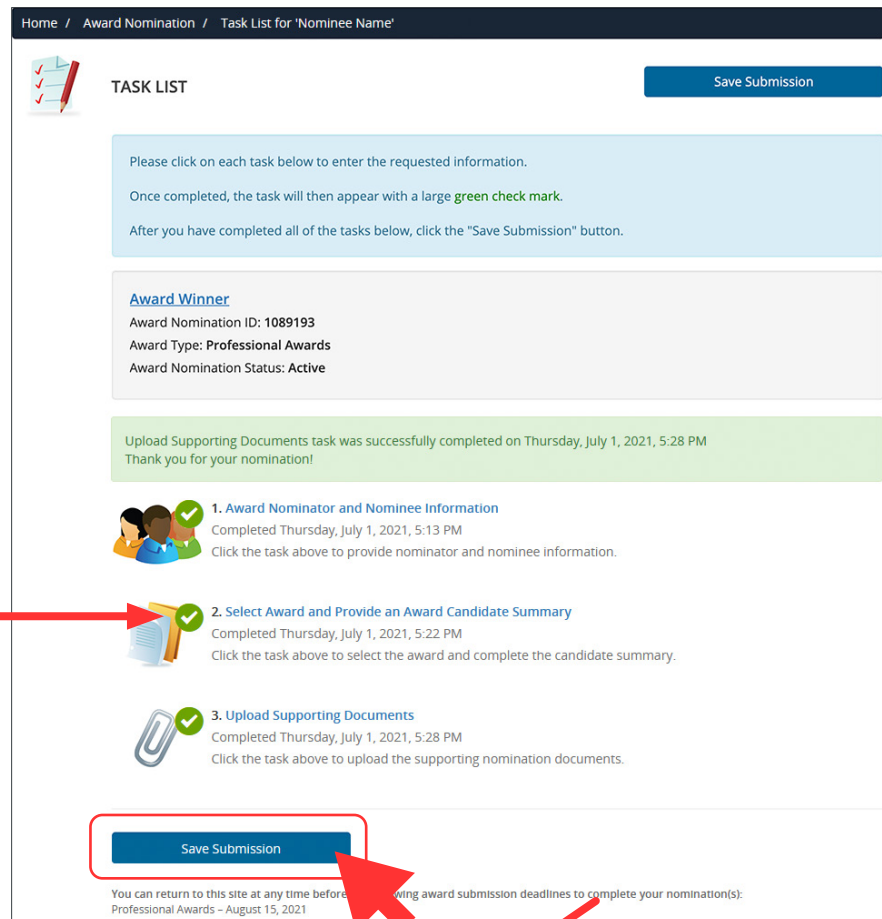
When a file is uploaded, it will appear on the screen. You can remove a file and reupload if needed.

Click “Continue” at the bottom of the screen when you are done.

The screenshot shows a web form titled "Award Nomination Title: Nominee Name". It features a blue header box with instructions: "Provide additional information you want the committee to know about the candidate. **For the ACI/NBB Glycerin Innovation Award, upload one published article from a peer-reviewed journal within the award topic area you selected (not limited to AOCS journals). Have a question? Please let us help you. Contact Victoria Santo, Program Manager, Membership Recognition by phone at +1 217-693-4821 or by email at victoria@aocs.org. * indicates a required field". Below this is a "Nomination Letter *" section with a gray drop zone and the text "Drop your file here to upload or click within to browse the files on your computer." Underneath is an "Uploaded File" section showing a document icon labeled "DOC", the filename "Test_award_process.docx", the upload date and time "July 1, 2021 at 5:26 PM", the size "11.9 KB", a green progress bar, and a red "Remove File" button. At the bottom is a "Nominee Curriculum Vitae *" section. Red arrows point from the text instructions on the left to these specific form elements: the blue header box, the Nomination Letter drop zone, the uploaded file area, and the Curriculum Vitae label.

Submit a Nomination

Once all tasks are completed, you will see a green check mark next to each task. Click “Save Submission” at the bottom of the screen.



Home / Award Nomination / Task List for 'Nominee Name'

TASK LIST Save Submission

Please click on each task below to enter the requested information.
Once completed, the task will then appear with a large **green check mark**.
After you have completed all of the tasks below, click the "Save Submission" button.

Award Winner
Award Nomination ID: 1089193
Award Type: Professional Awards
Award Nomination Status: Active

Upload Supporting Documents task was successfully completed on Thursday, July 1, 2021, 5:28 PM
Thank you for your nomination!

1. **Award Nominator and Nominee Information**
Completed Thursday, July 1, 2021, 5:13 PM
Click the task above to provide nominator and nominee information.

2. **Select Award and Provide an Award Candidate Summary**
Completed Thursday, July 1, 2021, 5:22 PM
Click the task above to select the award and complete the candidate summary.

3. **Upload Supporting Documents**
Completed Thursday, July 1, 2021, 5:28 PM
Click the task above to upload the supporting nomination documents.

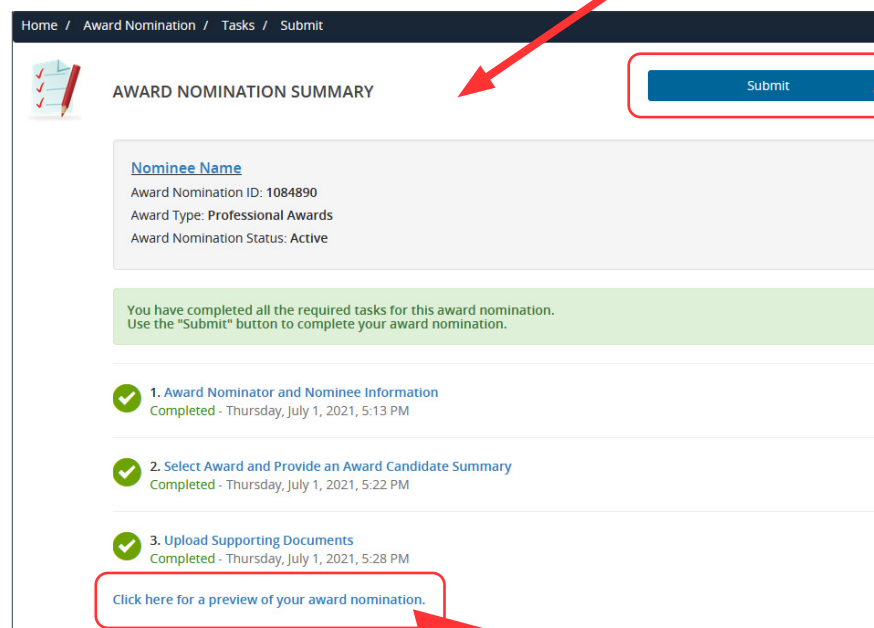
Save Submission

You can return to this site at any time before the following award submission deadlines to complete your nomination(s):
Professional Awards – August 15, 2021

Review the summary page to ensure all tasks are completed and the nominee's name and award type is correct.

You can preview your nomination by clicking the preview link at the bottom of the screen. Carefully proofread and check your responses for accuracy.

Click “Submit” at the top-right of the screen to submit the nomination. After submitting you will see a confirmation screen.



Home / Award Nomination / Tasks / Submit

AWARD NOMINATION SUMMARY Submit

Nominee Name
Award Nomination ID: 1084890
Award Type: Professional Awards
Award Nomination Status: Active

You have completed all the required tasks for this award nomination.
Use the "Submit" button to complete your award nomination.

1. **Award Nominator and Nominee Information**
Completed - Thursday, July 1, 2021, 5:13 PM

2. **Select Award and Provide an Award Candidate Summary**
Completed - Thursday, July 1, 2021, 5:22 PM

3. **Upload Supporting Documents**
Completed - Thursday, July 1, 2021, 5:28 PM

[Click here for a preview of your award nomination.](#)

Confirmation
Screen

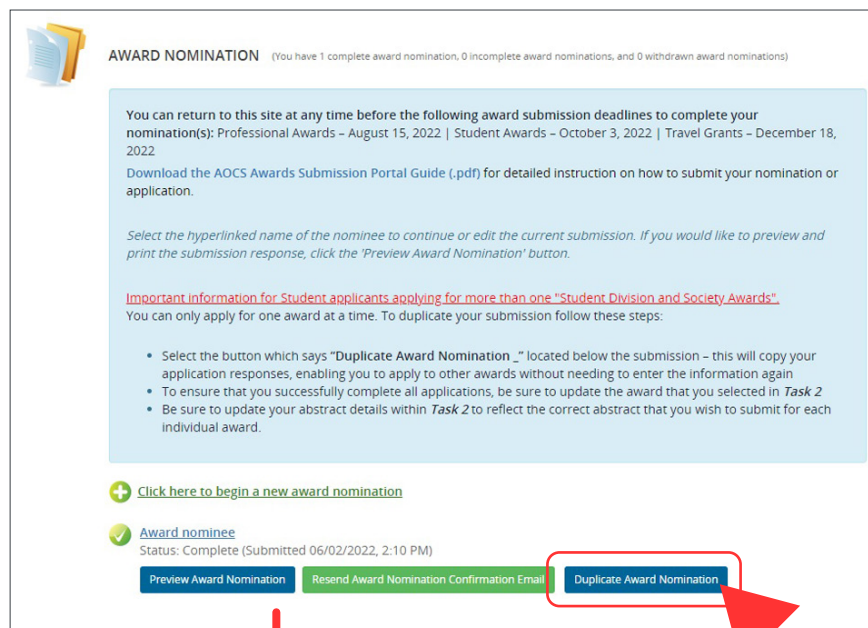
The screenshot shows the AOCSS Awards Confirmation Screen. At the top, there is a header with the AOCSS Awards logo and navigation links: Home, Log Out, Award Details, and Technical Support. Below the header, there is a 'Select Language' dropdown menu and a 'Powered by Google Translate' note. The main content area is divided into three columns: EVENT INFORMATION, YOUR PROFILE, and SUBMIT FEEDBACK. The EVENT INFORMATION column displays the 2022 AOCSS Awards deadline (Saturday, December 18, 2021, 11:59 PM CST) and a link to 'Contact the Event Organizer'. The YOUR PROFILE column shows the user's Member Test, Company / Institution / Organization, and Logins (1 Log Out). The SUBMIT FEEDBACK column includes a message: 'We always welcome feedback, and we want to hear what you like and what can be improved.' with a 'Feedback Form' link. A green banner across the middle of the page reads: 'Thank you for your nomination. Your submission is complete.' Below this, the 'AWARD NOMINATION' section shows the user has 1 complete award nomination, 0 incomplete award nominations, and 0 withdrawn award nominations. It provides a submission deadline of August 15, 2021, for Professional Awards and December 18, 2021, for Student Awards. A blue box contains instructions: 'You can return to this site at any time before the following award submission deadline(s): Professional Awards – August 15, 2021 | Student Awards – December 18, 2021. Select the hyperlinked name of the nominee to continue or edit the current submission. If you would like to preview and print the submission response, click the "Preview Award Nomination" button.' Below the blue box, there is a green plus icon and a link: 'Click here to begin a new award nomination'. At the bottom, there is a 'Nominee Name' section with a status of 'Complete (Submitted 07/01/2021, 5:30 PM)' and three buttons: 'Preview Award Nomination', 'Resend Award Nomination Confirmation Email', and 'Duplicate Award Nomination'. Annotations include a red arrow pointing to the 'Feedback Form' link, a red arrow pointing to the 'Click here to begin a new award nomination' link, and a blue circle around the blue box with handwritten text: 'Thank you for completing your submission. We would love to hear your feedback on this system.'

Provide
feedback
using the link
in the top-
right of the
screen.

To begin a new nomination, select “Click here to begin a new award nomination” below the blue box. Repeat this process as many times as needed to submit the desired nominations or applications.

How to Duplicate a Nomination or Application

Use the button “Duplicate Award Nomination” if you wish to nominate the same candidate for a different award or apply for an additional student award.



AWARD NOMINATION (You have 1 complete award nomination, 0 incomplete award nominations, and 0 withdrawn award nominations)

You can return to this site at any time before the following award submission deadlines to complete your nomination(s): Professional Awards – August 15, 2022 | Student Awards – October 3, 2022 | Travel Grants – December 18, 2022

Download the AOCSS Awards Submission Portal Guide (.pdf) for detailed instruction on how to submit your nomination or application.

Select the hyperlinked name of the nominee to continue or edit the current submission. If you would like to preview and print the submission response, click the 'Preview Award Nomination' button.

Important information for Student applicants applying for more than one "Student Division and Society Awards"
You can only apply for one award at a time. To duplicate your submission follow these steps:

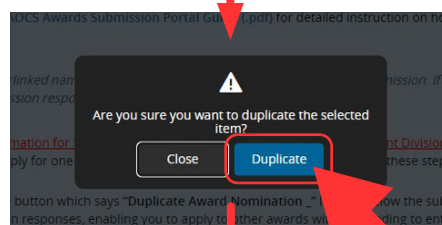
- Select the button which says “Duplicate Award Nomination,” located below the submission – this will copy your application responses, enabling you to apply to other awards without needing to enter the information again
- To ensure that you successfully complete all applications, be sure to update the award that you selected in **Task 2**
- Be sure to update your abstract details within **Task 2** to reflect the correct abstract that you wish to submit for each individual award.

[Click here to begin a new award nomination](#)

Award nominee
Status: Complete (Submitted 06/02/2022, 2:10 PM)

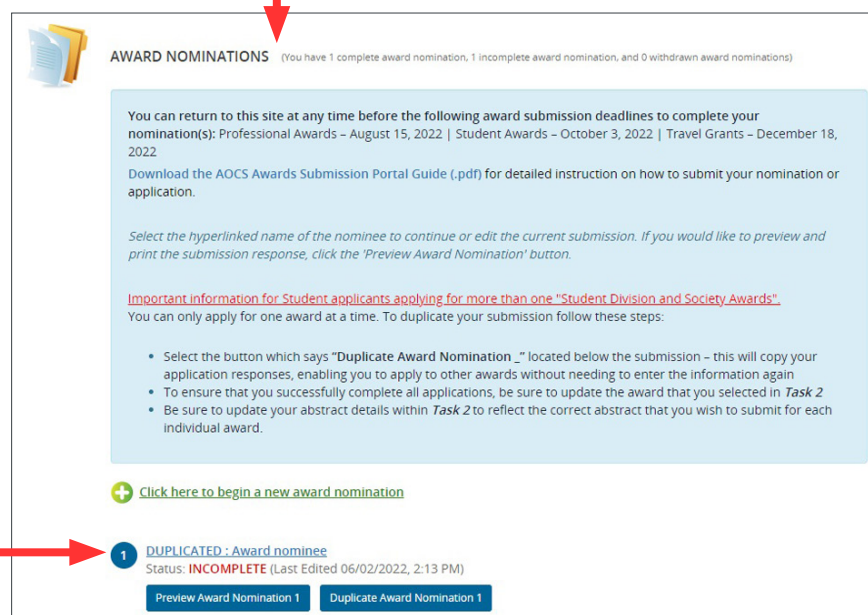
[Preview Award Nomination](#) [Resend Award Nomination Confirmation Email](#) [Duplicate Award Nomination](#)

A pop up message will appear. Click Duplicate.



A new Duplicated submission will appear at your home page.

Select the duplicated nomination and follow the same steps as if starting a new one. Access each task to change the necessary fields to match the new award you would like to submit the application for.



AWARD NOMINATIONS (You have 1 complete award nomination, 1 incomplete award nomination, and 0 withdrawn award nominations)

You can return to this site at any time before the following award submission deadlines to complete your nomination(s): Professional Awards – August 15, 2022 | Student Awards – October 3, 2022 | Travel Grants – December 18, 2022

Download the AOCSS Awards Submission Portal Guide (.pdf) for detailed instruction on how to submit your nomination or application.

Select the hyperlinked name of the nominee to continue or edit the current submission. If you would like to preview and print the submission response, click the 'Preview Award Nomination' button.

Important information for Student applicants applying for more than one "Student Division and Society Awards"
You can only apply for one award at a time. To duplicate your submission follow these steps:

- Select the button which says “Duplicate Award Nomination,” located below the submission – this will copy your application responses, enabling you to apply to other awards without needing to enter the information again
- To ensure that you successfully complete all applications, be sure to update the award that you selected in **Task 2**
- Be sure to update your abstract details within **Task 2** to reflect the correct abstract that you wish to submit for each individual award.

[Click here to begin a new award nomination](#)

1 DUPLICATED : Award nominee
Status: **INCOMPLETE** (Last Edited 06/02/2022, 2:13 PM)

[Preview Award Nomination 1](#) [Duplicate Award Nomination 1](#)

Frequently Asked Questions

Can I submit a nomination if I do not have all the information?

No, you must fill-in the required information on the online nomination form. Talk to the nominee directly and/or get another person (who has the missing information) to prepare the nomination materials with you.

Can I begin a student application if I have not submitted an abstract for the meeting yet?

Yes, you can begin the process of submitting a student award and travel grant application before submitting an abstract for the current year's annual meeting. Once your abstract has been submitted, add the abstract number and title to the online application before submitting the completed application.

Can I nominate someone for more than one award?

Yes. However, as each award is different, you need to submit a nomination or group of nominations that address each award's criteria. A recipient can only be selected for one award during the current year's Awards Program.

Can I nominate myself?

Self-nominations are welcomed and encouraged. The only award that does not allow self-nominations is the Alton E. Bailey Award.

Does the Award Selection Committee tell nominees who nominated them?

No, we encourage you to talk with your nominee and let them know. However, if the candidate is selected for the award, the nominator will be cc'd

on the confirmation email informing the candidate that they were selected for the award.

How long will my nomination remain in consideration?

Most awards require you to resubmit the nomination materials each year; however, the top unselected candidates for the following awards may be reconsidered during the next nomination period:

- A.R. Baldwin Distinguished Service
- ACI/NBB Glycerine Innovation
- Award of Merit
- Corporate Achievement
- Ralph Holman Lifetime Achievement
- Samuel Rosen Memorial
- Schroepfer Medal
- Stephen S. Chang
- Supelco AOCS Research
- Timothy L. Mounts Awards

To be reconsidered, the nominator must update the current *Curriculum Vitae* for the candidate via the [AOCS Awards Submission Portal](#).

Can I submit my nomination by email?

All submissions must be done through the [AOCS Awards Submission Portal](#). If you have any issues accessing the portal or questions during the submission process, please contact Lucas Censi at lucas.censi@aocs.org.

Can I get help with my nomination?

Yes, we can answer questions and help you with your submission. Contact Lucas Censi at lucas.censi@aocs.org.

Contact Information

Login Assistance

For help accessing the AOCS Awards Submission Portal, contact Karen Kesler, Data Management Specialist

Hours: Monday–Friday, 8:30 a.m.–4:30 p.m. CDT (Chicago, USA; UTC-5)

Phone: +1 217-693-4813

Email: karen.kesler@aocs.org

General Assistance

For questions related to preparing and submitting nomination materials, contact Lucas Censi, Member Relations Specialist.

Hours: Monday–Friday, 9 a.m.–5 p.m. EDT (New York, USA; UTC-4)

Phone: +1 217-200-6336

Email: lucas.censi@aocs.org

Visit website: <https://www.aocs.org/awards>

Technical Support

For the submission system only

Hours: Monday–Friday, 9:00 a.m.–9:00 p.m. EDT (New York, USA; UTC-4)

Phone: (Direct) +1 410-638-9239

Phone: (Toll Free) +1 877-426-6323

Email: support@cadmiumcd.com